

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> <div style="text-align: right;"> Work Assignment Number 4-07 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number: </div> </div>										
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4		Title of Work Assignment/SF Site Name Stormwater Pollution Control						
Contractor EASTERN RESEARCH GROUP, INC.			Specify Section and paragraph of Contract SOW See PWS							
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 07/01/2020 To 06/30/2021							
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2021		Cost/Fee:		LOE: 0						
This Action:				2,902						
Total:				2,902						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee			LOE:				
Cumulative Approved:			Cost/Fee			LOE:				
Work Assignment Manager Name Rachel Urban						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2649				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Camille W. Davis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT
EPA CONTRACT NUMBER: EP-C-16-003
WORK ASSIGNMENT NUMBER: 4-07**

1. **TITLE:** Support for Implementation of Stormwater Pollution Control Programs

2. **ESTIMATED PERIOD OF PERFORMANCE:**

The period of performance shall be from July 01, 2020 through June 30, 2021.

3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Rachel Urban
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2649
urban.rachel@epa.gov

ALTERNATE EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Emily Halter
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-3324
halter.emily@epa.gov

4. **OBJECTIVES:**

During this period of performance the contractor, under this Work Assignment, will provide support to the stormwater permitting program via stormwater outreach, stormwater program development support, and long-term stormwater planning. The contractor shall ensure compliance with Agency standards.

5. PERFORMANCE WORK STATEMENT:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the National Pollutant Discharge Elimination System (NPDES) website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA standards and requirements.

SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor shall assume significant revisions to approximately 50 fact sheets, slight revisions and formatting for 50 fact sheets, and development of approximately 5 new fact sheets.

DELIVERABLES:

- Deliverables shall consist of initial drafts, which are typically due within 3 weeks of EPA providing specific details via a written technical directive from the EPA WACOR; second drafts, which are typically due within 3 weeks of receipt of EPA comments; and a final version (or revised draft) within 15 days of receipt of EPA comments.

SUBTASK 1B – Municipal, Construction, and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's Construction General Permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources and assisting with 8 webcasts. For planning purposes, the contractor shall assume webcasts are each approximately 2 hours in length and the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

- Deliverables shall consist of initial drafts, which are typically due within 3 weeks after receiving written technical directive from the WACOR, and final versions (or revised drafts) typically due within 15 days of receipt of EPA comments.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments, reviewing and compiling existing and draft permit information, and drafting example permit language that can be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall also update GIS-based national maps of Phase I and II MS4 coverage using data provided by EPA (including data provided by states) and collected by the contractor and approved by the WACOR. The contractor shall draft technical assistance materials, help to edit the associated Permit Quality Review checklist (if necessary) and assist in the preparation of presentation materials. The contractor shall assume the creation of 3-4 documents.

The contractor shall review and compile annual reports, permits, stormwater management plans (SWMPs), and technical studies/reports/research in support of the municipal stormwater program. The contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendia document series; the permit tracking spreadsheet; ordinances; outreach materials and trainings; and stormwater reports.

The contractor shall support the Phase II MS4 program based on updates related to the 2020 Census. The contractor shall pull together helpful documents for states and potential new permittees that can be shared. The contractor shall assume the creation of 2-3 documents each approximately 2-4 pages each.

DELIVERABLES:

- Deliverables shall consist of initial drafts that are typically due within 3 weeks after receiving written technical directive from the WACOR, 3 drafts typically due within 15 days of receipt of EPA comments, and final versions typically due within 15 days of receipt of EPA comments.

SUBTASK 2B – Industrial Program Support

The contractor shall support EPA’s implementation of the 2015 Multi-Sector General Permit (MSGP), including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor shall also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor shall provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

The contractor shall provide support to EPA related to the issuance of the 2020 MSGP, including assisting with revising the proposed and final permit and fact sheet, responding to public comments, developing information for the economic analysis, Information Collection Request (ICR), and various consultations associated with the permit, formatting permit documents, developing permit compliance tools, and other related permit reissuance tasks. Specific tasks may include:

- Developing permit forms or modifying existing ones (e.g., Notice of Intent (NOI), Notice of Termination (NOT), No Exposure Certification (NOE), Inspection, Discharge Monitoring Report (DMR))
- Supporting permit/fact sheet content with additional studies and/or analyses
- Researching supporting data and documentation for new permit requirements
- Developing final permit options
- Updating the economic analysis for the final permit
- Developing and completing the ICR package for the final permit
- Preparing materials to use with Endangered Species Act (ESA), Tribal, and other consultation activities for the final permit
- Organizing and formatting 401 certifications from the States, Tribes, and territories
- Reviewing final permit (including appendices) and fact sheet for formatting and reference consistency
- Formatting final permit documents and preparing them for posting on the web
- Updating the Stormwater Pollution Prevention Plan (SWPPP) template and other documentation templates to be consistent with the permit
- Organizing, reviewing, summarizing, drafting responses, and categorizing public comments

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical directive from the WACOR and final versions (or revised drafts) due within 15 days of receipt of comments from EPA.

SUBTASK 2C – Construction Program Support

The contractor shall support EPA's implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor shall provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
 - Updated Small Residential Lot SWPPP Template.
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist with research and review of relevant construction stormwater topics.
- Assist in publication of a construction stormwater permit compendium.
- Provide ongoing operations and maintenance for the Low Erosivity Waiver (LEW) calculator hosted in cloud.gov.
 - Work with EPA to ensure LEW calculator web service is integrated into the CGP's NOI application in NeT
 - Review Cloud.gov LEW application audit log files
 - Conduct Cloud.gov restaging events as needed
 - Deliver automated Google analytics report
 - Review and provide EPA with report on API.epa.gov analytics
 - Deploy updates including bug fixes and enhancements
 - Provide general support for EPA staff questions
 - Adhere to EPA IT/IM policies, procedures, and standards
- Provide ongoing operations and maintenance for the Discharge Mapping Tool.
 - Work with EPA to update the user interface (UI) and incorporate the latest web services for impairment and Total Maximum Daily Load (TMDL) data
 - Work with EPA to integrate the Discharge Mapping Tool into the CGP's NOI application in NPDES eReporting Tool (NeT)
 - Adhere to EPA Information Technology/Information Management (IT/IM) policies, procedures, and standards

The contractor shall also provide support to EPA in preparing for the issuance of the 2022 CGP, including assisting with revising the proposed and final permit and fact sheet, responding to public comments, developing information for the economic analysis, ICR, and various consultations associated with the permit, formatting permit documents, developing permit compliance tools, and other related permit reissuance tasks. Specific tasks may include:

- Developing permit forms or modifying existing ones (e.g., NOI, NOT, LEW)
- Supporting permit/fact sheet content with additional studies and/or analyses
- Researching supporting data and documentation for new permit requirements
- Developing draft permit options

- Developing the economic analysis for the permit
- Developing and completing the ICR package for the permit
- Preparing materials to use with ESA, Tribal, and other consultation activities for the permit
- Organizing and formatting 401 certifications from the States, Tribes, and territories
- Reviewing permit (including appendices) and fact sheet for formatting and reference consistency
- Formatting permit documents and preparing them for posting on the web
- Updating the SWPPP template, and inspection and corrective action templates to be consistent with the permit
- Organizing, reviewing, summarizing, drafting responses, and categorizing public comments
- Compiling information in stormwater pollution prevention plans (SWPPPs) and performing specific analyses

DELIVERABLES:

- Deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical directive and final versions (or revised drafts) are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – Long-term Stormwater Planning Technical Assistance

In 2016 EPA initiated technical assistance to support long-term stormwater planning in the following communities:

- Burlington, Iowa
- Hattiesburg, Mississippi
- Rochester, New Hampshire
- Santa Fe, New Mexico

EPA will work with each recipient community to define a technical assistance project that will a) serve EPA in developing practical examples, knowledge and resources on stormwater and integrated planning that can be transferred to other communities and to a national audience, and b) advance the implementation of long-term stormwater planning in the selected community in accordance with efforts launched in October 2016. See: <https://www.epa.gov/npdes/stormwater-planning>. This will also result in a trial run of the draft guide *Community Solutions for Stormwater Management: A Guide for Voluntary Long-Term Planning*, including recommendations for improvement of the guide based on experiences in each community.

The contractor shall participate in planning meetings with the communities and related federal, state, and/or local stakeholders. There will be regular conference calls with stakeholders. There will also be travel necessary to the communities to engage in meetings and help facilitate stakeholder engagement in long-term planning activities and the plan development process. The contractor can assume four non-local trips will be required during this period of performance. The contractor shall update, as needed, a work plan for each community outlining the technical

assistance planned, the roles and responsibilities of all of the parties involved, and the timeframe for completion of activities.

The contractor may also be asked to develop outreach materials to support this effort, such as fact sheets or handouts for public meetings or presentations that EPA or the community participates in during the period of performance.

The contractor shall support technical analyses of stormwater and/or wastewater solutions if the EPA identifies the need for this support during the project. Analyses could be related to:

- Identifying goals of long-term stormwater planning efforts;
- Describing any applicable water quality, human health and regulatory issues;
- Describing existing stormwater and/or wastewater systems and their performance;
- Planning to encourage the active participation of the community in development and implementation of a long-term stormwater plan;
- Opportunities analysis;
- Examining alternatives;
- Examining investments and implementation schedules;
- Compiling and reviewing resources to support a web-based Stormwater Toolkit;
- Measuring success; and
- Improving the long-term stormwater plan.

The contractor shall also compile, and review resources related to the effort.

The contractor shall also help to update the Guide based on lessons learned from the technical assistance projects. For the purpose of developing the cost estimate for this task, the contractor can assume that work on updating the guide will take place during this period of performance.

In addition, the contractor shall compile a final lessons learned document based on the technical assistance provided, a final supporting document that includes worksheets and checklists directly from existing documents/resources or slightly modified based on existing documents/resources, and background information for the website. The contractor can assume the lessons learned document is approximately 10-15 pages in length and the supporting document is approximately 20-25 pages in length.

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

DELIVERABLES:

- The contractor shall prepare meeting agendas (unless excluded by WACOR) and submit for EPA review and approval 2-5 days (or a longer time if approved by the WACOR) prior to the meeting and deliver draft meeting notes as requested by the WACOR for calls and meetings held with technical assistance communities and/or other stakeholder groups. Draft notes shall be delivered within five (5) business days after the meeting. Revised notes shall

be delivered within five (5) business days of receiving comments from the WACOR. For planning purposes, the contractor can assume that during this period of performance there will be one meeting per week for each community.

- Technical analysis and outreach-related deliverables and deadlines will be established based on the specifics of each task and will not be required any sooner than five (5) business days after assignment.
- Technical Assistance Work Plan will be updated by the contractor for each community as requested by the WACOR. The work plan will be revised within two weeks of receiving feedback from WACOR.
- EPA anticipates that long-term stormwater plans will be drafted and finalized for each of the communities during this period of performance. The contractor shall prepare outlines for each long-term plan prior to drafting the plans. Draft outlines shall be delivered within 2 weeks of receiving EPA's input on the Work Plan, unless a longer timeframe is specified by the WACOR. The contractor shall deliver draft reports within 4 weeks of receiving comments on the outline from EPA, unless a longer timeframe is specified by the WACOR. Revised reports shall be delivered within 2 weeks of EPA providing comments on the draft, unless a longer timeframe is specified by the WACOR. A final version is due within 1 week after receipt of comments from EPA, unless a longer timeframe is specified by the WACOR.
- For the lessons learned document, a supporting document that includes worksheets and checklists, and background information for the website, deliverables will consist of draft outlines and initial drafts that are typically due within 3 weeks after receiving written technical directive and final versions (or revised drafts) that are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

6. QUALITY ASSURANCE STATEMENT:

EPA requires that activities involve the collection, generation, evaluation, analysis or use of environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. Tasks 1, 2, and 3 of the WA may require a QAPP. Tasks 1, 2, and 3 include some continued work from WA 3-07. The prior QAPP may be updated and revised pursuant to this WA.

The Contractor must prepare a QAPP that describes specific QA strategies that will be used when performing environmental data operations to support the objectives of this work assignment. The QAPP must include all applicable elements specified in "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5). The contractor may develop/update the QAPP incrementally, and the QA Coordinator will review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. The contractor must submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Monthly progress reports should describe (a) the contractor's progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

7. ESTIMATED LEVEL OF EFFORT:

The estimated level of effort (LOE) for this work assignment is 2,902 LOE hours.

8. OTHER REQUIREMENTS:

Work in Progress:

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

Notification of WA Problems:

The contractor shall contact the WACOR and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem.

Travel:

Travel to selected EPA regional offices, State agencies or selected municipalities is necessary. The travel shall be in accordance with FAR and EPAAR and non-local travel shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. The contractor shall be obligated only to the technical directions provided by the WACOR or Alternate WACOR.

Section 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with

disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. When documents are requested, the contractor shall ensure they are 508 compliant.

Conference/Meeting Guidelines and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Special Instruction:

The contractor shall follow the Federal Green Policy whenever it is applicable.

8. CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

9. CONTROL REQUIREMENTS

A. Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential, and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

B. Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any

information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

10. PERFORMANCE REQUIREMENTS AND MEASURABLE STANDARDS

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-07			
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001			
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4		Title of Work Assignment/SF Site Name Stormwater Pollution Control					
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 07/01/2020 To 06/30/2021					
Comments:									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
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Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 2,902					
07/01/2016 To 06/30/2021									
This Action:				-1,577					
Total:				1,325					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Rachel Urban <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-2649 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115			

PERFORMANCE WORK STATEMENT
EPA CONTRACT NUMBER: EP-C-16-003
WORK ASSIGNMENT NUMBER: 4-07, Amendment 1

1. **TITLE:** Support for Implementation of Stormwater Pollution Control Programs

2. **ESTIMATED PERIOD OF PERFORMANCE:**

The period of performance shall be from July 01, 2020 through June 30, 2021.

3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):**

Rachel Urban
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2649
urban.rachel@epa.gov

ALTERNATE EPA WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Emily Halter
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
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halter.emily@epa.gov

4. **OBJECTIVES:**

During this period of performance the contractor, under this Work Assignment, will provide support to the stormwater permitting program via stormwater outreach, stormwater program development support, and long-term stormwater planning. The contractor shall ensure compliance with Agency standards.

5. **PERFORMANCE WORK STATEMENT:**

SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor shall assume significant revisions to approximately 75 fact sheets, slight revisions and formatting for 50 fact sheets, and development of approximately 5 new fact sheets.

DELIVERABLES:

- Deliverables shall consist of initial drafts, which are typically due within 3 weeks of EPA providing specific details via a written technical directive from the EPA WACOR; second drafts, which are typically due within 3 weeks of receipt of EPA comments; and a final version (or revised draft) within 15 days of receipt of EPA comments.

SUBTASK 2B – Industrial Program Support

The contractor shall support EPA's implementation of the 2015 Multi-Sector General Permit (MSGP), including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor shall also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor shall provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

The contractor shall provide support to EPA related to the issuance of the 2020 MSGP, including assisting with revising the proposed and final permit and fact sheet, responding to public comments, developing information for the economic analysis, Information Collection Request (ICR), and various consultations associated with the permit, formatting permit documents, developing permit compliance tools, and other related permit reissuance tasks. Specific tasks may include:

- Developing permit forms or modifying existing ones (e.g., Notice of Intent (NOI), Notice of Termination (NOT), No Exposure Certification (NOE), Inspection, Discharge Monitoring Report (DMR))
- Supporting permit/fact sheet content with additional studies and/or analyses (approximately 5-10 analyses)
- Researching supporting data and documentation for new permit requirements (approximately 5-10 analyses)
- Developing final permit options
- Updating the economic analysis for the final permit
- Developing and completing the ICR package for the final permit
- Preparing materials to use with Endangered Species Act (ESA), Tribal, and other consultation activities for the final permit

- Organizing and formatting 401 certifications from the States, Tribes, and territories
- Reviewing final permit (including appendices) and fact sheet for formatting and reference consistency
- Formatting final permit documents and preparing them for posting on the web
- Updating the Stormwater Pollution Prevention Plan (SWPPP) template and other documentation templates to be consistent with the permit
- Updating existing guidance materials, including the sector-specific fact sheet series (29 documents) and 5-10 other documents
- Organizing, reviewing, summarizing, drafting responses, and categorizing public comments (approximately 200 comment letters)

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical directive from the WACOR and final versions (or revised drafts) due within 15 days of receipt of comments from EPA.

SUBTASK 2C – Construction Program Support

The contractor shall support EPA’s implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor shall provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
 - Updated Small Residential Lot SWPPP Template.
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist with research and review of relevant construction stormwater topics.
- Assist in publication of a construction stormwater permit compendium.
- Provide ongoing operations and maintenance for the Low Erosivity Waiver (LEW) calculator hosted in cloud.gov.
 - Work with EPA to ensure LEW calculator web service is integrated into the CGP’s NOI application in NeT
 - Review [Cloud.gov](https://cloud.gov) LEW application audit log files
 - Conduct [Cloud.gov](https://cloud.gov) restaging events as needed
 - Deliver automated Google analytics report
 - Review and provide EPA with report on [API.epa.gov](https://api.epa.gov) analytics
 - Deploy updates including bug fixes and enhancements
 - Provide general support for EPA staff questions
 - Adhere to EPA IT/IM policies, procedures, and standards
- Provide ongoing operations and maintenance for the Discharge Mapping Tool.

- Work with EPA to update the user interface (UI) and incorporate the latest web services for impairment and Total Maximum Daily Load (TMDL) data
- Work with EPA to integrate the Discharge Mapping Tool into the CGP's NOI application in NPDES eReporting Tool (NeT)
- Adhere to EPA Information Technology/Information Management (IT/IM) policies, procedures, and standards

The contractor shall also provide support to EPA in preparing for the issuance of the 2022 CGP, including assisting with revising the proposed and final permit and fact sheet, responding to public comments, developing information for the economic analysis, ICR, and various consultations associated with the permit, formatting permit documents, developing permit compliance tools, and other related permit reissuance tasks. Specific tasks may include:

- Developing permit forms or modifying existing ones (e.g., NOI, NOT, LEW)
- Supporting permit/fact sheet content with additional studies and/or analyses (approximately 5-15 analyses)
- Researching supporting data and documentation for new permit requirements (approximately 5-15 analyses)
- Developing draft permit options
- Developing the economic analysis for the permit
- Developing and completing the ICR package for the permit
- Preparing materials to use with ESA, Tribal, and other consultation activities for the permit
- Organizing and formatting 401 certifications from the States, Tribes, and territories
- Reviewing permit (including appendices) and fact sheet for formatting and reference consistency
- Formatting permit documents and preparing them for posting on the web
- Updating the SWPPP template, and inspection and corrective action templates to be consistent with the permit
- Organizing, reviewing, summarizing, drafting responses, and categorizing public comments
- Compiling information in stormwater pollution prevention plans (SWPPPs) and performing specific analyses

DELIVERABLES:

- Deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical directive and final versions (or revised drafts) are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

ESTIMATED LEVEL OF EFFORT:

The estimated level of effort (LOE) for this amendment is 1,325 LOE hours.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-08				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Construction and Grant Mgmt.				
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021				
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund						Accounting and Appropriations Data		<input checked="" type="checkbox"/> Non-Superfund		
SFO <input type="checkbox"/> (Max 2)						Note: To report additional accounting and appropriations data use EPA Form 1900-69A.				
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				1,410						
Total:				1,410						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Frances Josephs <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-9541 FAX Number:				
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:				
Other Agency Official Name Jamelya Curtis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 415-972-3529 FAX Number:				
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT
EPA CONTRACT NUMBER EP-C-16-003
WORK ASSIGNMENT NUMBER 4-08
ANTICIPATED LEVEL OF EFFORT (LOE): 1,410 Hours**

I. ADMINISTRATIVE:

Contract No: EP-C-16-003

Contractor: ERG

WA Title: Construction and Grant Management Evaluation of Special Appropriations Act Projects

Work Assignment Contracting Officer's Representative (WACOR):

Frances Josephs
US EPA
OWM (4204M)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-2871
josephs.frances@epa.gov

Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Jamelya Curtis
US EPA
75 Hawthorne Street (WTR1)
San Francisco, CA 94105
(415) 972-3529
curtis.jamelya@epa.gov

II. PERIOD OF PERFORMANCE: 7/1/2020 – 6/30/2021

III. BACKGROUND:

From Fiscal Year (FY) 1992 through FY 2010, Congress appropriated funding for over 3,900 identified State and Tribal Assistance Grants (STAG) earmarked for water-related infrastructure construction projects. These projects have resulted in significant water quality benefits. However, STAG project administration continues to challenge both EPA Regions and Headquarters due to resource requirements needed to award, manage, and evaluate these projects. In order to address this need, the FY 2001 Appropriations Act (P.L. 106-377) contains a provision that allows EPA to set aside up to three percent of the amount of each post FY 2000 STAG project to fund the management and oversight of these projects. Through this provision, EPA uses contractor support to evaluate post FY 2000 STAG projects for compliance with the conditions of their EPA grant and for consistency with their work plan.

IV. OBJECTIVE:

The objective of this work assignment is to evaluate post FY 2000 STAG projects on-site and/or remotely. The on-site evaluations (OSEs) (Task 1) are intended to assess physical progress of construction and evaluate the grantee's compliance with the conditions of their EPA grant and work plan. Procurement reviews (PRs) (Task 2) are intended to evaluate a grantee's established

procurement system or the compliance of specific procurements with EPA regulations and Disadvantaged Business Enterprise (DBE) rules. Financial management reviews (FMRs) (Task 3) are intended to evaluate compliance with EPA's cost principles and the statutory cost-share requirement. Environmental review (ER) support (Task 4) and a National Environmental Policy Act (NEPA) decision compliance monitoring of post FY 2000 STAG projects are to be performed as requested by the EPA Regions.

The secondary purpose of this work assignment is to provide technical support to grantees related to STAG project management and oversight. Grantees may need troubleshooting and technical assistance during the course of the project.

The following deliverables are anticipated during the entire Option Period 4. The contractor is not to exceed the anticipated number of reviews without a formal amendment and direction from the EPA WACOR. Please note that the reviews could fall under any applicable tasks 1 through 4.

R4: 6 reviews

R5: 6 reviews

R6: 6 reviews

R9: 8 reviews

V. TASK DETAIL:

Task 1: Conduct On-site Project Evaluations

The contractor shall perform site visits for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter OSE requests into a shared online file. Technical direction to schedule and perform OSEs will be provided once when this Work Assignment 4-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor shall request a copy of any other necessary documentation directly from the project officer. After performing the requisite conflict of interest review, the contractor shall make arrangements to conduct a site visit for the assigned projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an OSE, the contractor shall review the appropriate grant and construction documents and conduct a walkthrough of the project site. The contractor shall complete the review using the standard evaluation form (Attachments 1 and 2)¹ during the site visit. The completed evaluation form, accompanied by a cover letter highlighting key finding and recommendations, shall be considered the evaluation report that is the required deliverable for this task.

No more than two site visits shall occur for a given project under this Work Assignment, unless specifically requested by the WACOR.

¹ The contractor should be prepared for slight modifications to the evaluation form over the course of the WA based on feedback from the contractor, project officers, and grantees.

The contractor shall try to minimize travel costs by utilizing appropriate staff from contractor offices (main, branch, or other) in general proximity to the state locations. The contractor shall also group evaluations into one trip to the extent practicable.

Evaluations shall typically be one work day in length at the project site and should be performed by engineers (Professional Engineers or Engineers-in-Training) where feasible. Additional time shall be estimated for scheduling visits, travel to and from the project site, and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 1: An evaluation form (i.e., the standardized evaluation coversheet plus the on-site review insert) shall be completed for each OSE. (Note: in cases where two different reviews are performed together, i.e. an on-site review together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer and WACOR for comment no later than 21 business days after the date of the OSE. Upon receipt of the project officer's and WACOR's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

Task 2: Conduct Procurement Reviews

The contractor shall evaluate procurement systems and procurement actions for post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter PR and procurement system review (PSR) requests into a shared online file. Technical direction to schedule and perform PRs and PSRs will be provided once when this Work Assignment 4-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor shall request a copy of any other necessary documentation directly from the project officer.

PR/PSRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote PRs, the contractor shall initiate the PR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site PRs, the contractor shall notify the grantee of the PR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During a PR/PSR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 3).² Evaluations shall typically be one half to one full work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all

² The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 2: An evaluation form (i.e., the standardized evaluation coversheet and all applicable PR/PSR inserts) shall be completed for each PR/PSR. (Note: in cases where two different reviews are performed together, i.e. an OSE together with a PR/PSR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer and WACOR for comment no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's and WACOR's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table with an explicit list of key findings for each PR/PSR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall directly and completely describe the deficiencies encountered. Summary tables should be 1-2 pages in length in most cases (allowances will be made in circumstances where there are numerous contracts) and include regulatory references. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 3: Conduct Financial Management Reviews

The contractor shall review financial management of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter FMR requests into a shared online file. Technical direction to schedule and perform FMRs will be provided once when this Work Assignment 4-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc) will be uploaded by the project officer to a shared online folder. The contractor shall request a copy of any other necessary documentation directly from the project officer.

FMRs can be done on-site or remotely. Remote reviews are used when a site visit is unnecessary (i.e. before substantial physical progress is made) or when reviews are difficult to complete on site due to the time and complexity involved. For remote FMRs, the contractor shall initiate the FMR using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site FMRs, the contractor shall notify the grantee of the FMR when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

During an FMR, the contractor shall review the appropriate documents and complete the standard evaluation form (Attachments 1 and 4).³ Evaluations shall typically be one quarter to one half a work day in length depending on the type and size of the review. When performed remotely, reviews should be completed no later than 5 business days after receiving ALL

³ The contractor should be prepared for slight modifications to the procurement review form over the course of the WA based on feedback from the contractor, project officers, and grantees.

necessary materials. Additional time shall be estimated for coordinating with grant recipients to acquire all necessary documentation and for follow-up activities such as completing the formal written evaluation report.

Deliverables for Task 3: An evaluation form (i.e., the standardized evaluation coversheet and FMR insert) shall be completed for each initial FMR.⁴ (Note: in cases where two different reviews are performed together, i.e. an OSE together with an FMR, only one evaluation form should be generated with all applicable inserts included.) A draft report shall be provided to the project officer and WACOR for comment as soon as possible, but no later than 21 business days after completion of the evaluation. Upon receipt of the project officer's and WACOR's comments, final copies of evaluation reports shall be transmitted with a cover letter that highlights key findings/recommendations to the WACOR, the project officer, and the grantee's representative.

The contractor shall also prepare a summary table for FMRs that clearly shows pertinent grant financials and key findings for each FMR conducted. The summary table is for EPA-use only—it will not be sent to grantees—and shall clearly and completely describe any deficiencies encountered. Summary tables should be 1-2 pages in length in most cases. The summary table shall be submitted to the project officer, EPA Regional Coordinator, and WACOR **after** a final evaluation report has been distributed.

Task 4: Environmental Review Support

The contractor shall assist with the ER and NEPA decision compliance monitoring of post FY 2000 STAG projects as requested by the EPA Regions. Project officers will enter ER requests into a shared online file. Technical direction to schedule and perform ERs will be provided once when this Work Assignment 4-08 is issued and will cover the full option period. The contractor shall check the shared file periodically to look for new or updated requests. Documentation for the review (e.g., grant agreements, work plans, etc.) will be uploaded by the project officer to a shared online folder. The contractor shall request a copy of any other necessary documentation directly from the project officer.

ERs should be done remotely, but may be done on-site with permission from the WACOR. For remote ERs, the contractor shall initiate the ER using the standard email templates provided by the WACOR after performing the requisite conflict of interest review. For on-site ERs, the contractor shall notify the grantee of the ER when scheduling the OSE. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. All communication with the Regional Project Officers or Grant Recipients must be documented and include the WACOR, as well, in such a manner that is the same as the correspondence conveyed.

In providing ER support, the contractor may be asked to perform any or all of the following tasks to support EPA's development, issuance, and/or implementation of a NEPA determination:

- prepare or review/evaluate assessments, studies and methodologies including: environmental information documents (EIDs), draft environmental assessments (EAs),

⁴ Only one full deliverable is required per grant per option period. The deliverable for follow-up FMR requests for the same grant will be a summary sheet only, unless otherwise requested by the EPA WACOR.

draft finding of no significant impact (FNSI) determinations, draft categorical exclusion (CE) determinations, draft environmental impact statements (EISs), and documents addressing cross-cutting environmental statutes and Executive Orders;⁵

- analyze information regarding potential impacts including environmental, cultural, and public health impacts and review/propose mitigation measures to avoid or minimize impacts;
- review/evaluate documents such as: environmental studies and assessments, environmental audits, license and permit applications, and environmental management plans prepared by other federal agencies or license/permit applicants;
- prepare or review/evaluate field surveys/investigations and assessments, which may include wetlands and floodplain determinations, biological assessments, and endangered species, archaeological, cultural and historical resources determinations;
- review/evaluate statistical analyses, simulation models (e.g., groundwater or surface water flow regimes, air quality modeling, etc.), and reports on such analyses (e.g., analyses associated with EID/EA preparation, review of EAs and related technical documents prepared by other agencies, license and permit applicants, etc.);
- conduct literature surveys and communicate⁶ with other Federal/State/local agencies to obtain information relevant to the ER, including concurrence from “cross-cutter” agencies, as appropriate;
- prepare or review public notices, summaries of public comments received, and proposed responses to public comments.
- monitor construction of SAAP projects to ensure/facilitate compliance with mitigation measures developed to comply with NEPA and cross cutter laws, including on-site construction activity monitoring by (a) certified archaeologist(s) to ensure tribal artifacts and/or remains discovered during construction are dealt with in accordance with SAAP grant conditions, NEPA decisions, and/or MOUs/MOAs between EPA, recipients and/or other Federal agencies.

No legal services shall be performed under this work assignment unless prior written approval of the Office of General Counsel is received.

The basic NEPA compliance requirements are contained in:

- NEPA of 1969, 42 U.S.C. 4321, as amended
- Council on Environmental Quality (CEQ) Regulations for Implementing NEPA, 40 CFR Part 1500, as amended
- EPA Regulations for Implementing NEPA, 40 CFR Part 6

A complete list of statutes, regulations, Executive Orders, and guidance documents relevant to ERs of EPA grants is provided in Appendix 5.

⁵ EPA’s NEPA compliance responsibilities include the “cross-cutter” statutes, i.e., Endangered Species Act, National Historic Preservation Act, the Executive Order on Environmental Justice and Executive Orders on wetlands, flood plains and farmland (see Attachment 5).

⁶ The contractor shall document all communications with any Federal/ State/Local agencies, copy the project officer on all written communications, and invite the project officer to participate in any telephone conversations or in-person meetings.

Deliverables for Task 4: The deliverables for Task 4 will vary by grant and may include: an EID, a draft EA,⁷ a draft FNSI, a draft CE, a report on an assessment/study/assessment reviewed or performed by the contractor, copies of concurrence letters from cross-cutters, etc. The deadline for each deliverable will also vary by grant. ERs must proceed in a timely and orderly fashion but given the uniqueness of every ER and the need to coordinate with multiple parties (e.g., the grantee, the project officer, cross-cutter agencies, etc.) deadlines will be set on an assignment-by-assignment basis with input from the contractor and provide via written technical direction.

The contractor shall maintain an administrative record of all pertinent documents related to preparation of all work done under this task. All reports, studies, articles, records of telephone conversations with experts, etc., shall be provided to the project officer and WACOR upon completion of each ER.

Task 5: Grantee Technical Support and Troubleshooting

The contractor shall provide technical support and troubleshooting expertise to grantees on subject matter areas covered during the course of the evaluations, if requested. The purpose of this technical support and troubleshooting is to improve grantees' understanding of the items being reviewed so that the evaluations can be completed appropriately. Examples of technical support and troubleshooting may include identifying federal requirements (e.g., for procurement), organizing project documentation, and properly counting invoices. This list is not exhaustive and is provided to illustrate typical issues that may arise during, or as a result of, an evaluation. For estimating purposes, it is expected that the contractor shall provide technical support and troubleshooting expertise amounting to no more than 5% of the total evaluation time allocated under Tasks 1 through 3 of the work assignment.

Deliverables for Task 5: Any technical or troubleshooting support shall be noted in the evaluation report for the project required under Tasks 1 - 3 of this work assignment, as well as in the monthly progress report.

Task 6: Work Assignment Progress Meeting and Progress Reports

The contractor shall have a monthly call with the WACOR to ensure that any problems related to Tasks 1 - 5 are quickly identified, discussed, and corrected with minimum delay and to minimize potential misunderstandings. The monthly calls shall range from thirty (30) minutes to one hour in length and shall typically be held on the third Thursday of the month barring any scheduling conflicts (calls can be rescheduled to another day in the same month that is convenient for both the WACOR and the contractor).

The contractor shall also provide a quarterly progress tracking and summary that lists the assigned projects, evaluations scheduled and performed, any technical or troubleshooting support provided, and a listing of completed evaluation reports. A master list of all evaluations completed by the contractor shall be maintained separately, but should assimilate all new information from each Quarterly Report.

⁷ See Attachment 6 for a sample table of contents for a draft EA.

Deliverables for Task 6: Quarterly progress tracking and summary reports for this work assignment are due by:

- September 30, 2020
- December 30, 2020
- March 30, 2021

The master list should be provided at the conclusion of the Work Assignment.

Task 7: Transitional Support

In the event that the contract will end with the contractor, the contractor shall prepare a set of transitional materials so that work can proceed regardless of who is providing the services. Transitional materials could include, but will not be limited to preparation of standard operating procedures, checklists that detail various oversight responsibilities, or a reference guide detailing the project manager's responsibilities. Specific deliverables will be based on logistical discussions between the contractor, WACOR, and alternate WACOR, and will be assigned via technical direction.

VI. OTHER REQUIREMENTS:

All travel (other than local travel) shall be approved in advance and shall be in accordance with the contract.

VII. GOVERNMENT FURNISHED DATA

The WACOR shall provide the contractor access to, and copies of, relevant reports, regulations, papers, and guidance/training materials published by the Agency or produced by other contractors working on behalf of the Agency.

VIII. QUALITY ASSURANCE SURVEILLANCE PLAN

This work shall be conducted under the contractor's existing Quality Management Plan and does require a Quality Assurance Project Plan, which was originally developed under WA 1-08 of this contract in November 2017. The requirements do include environmental measurements, etc., therefore this supplement Programmatic Quality Assurance Project Plan (PQAPP) is required. All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: management and communications, cost management and control, and quality of product/service.

IX. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

X. PERFORMANCE REQUIREMENTS AND MEASUREABLE STANDARDS

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Note: The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

EPA SAAP Grant Evaluation Coversheet

Evaluation information:

- a. Type of review *(check all that apply)*:
- ☐ On-site evaluation ☐ Financial management review ☐ Procurement review
- b. Date of review: _____
- c. Date of last financial management review: _____
- d. Type of on-site evaluation *(check one)*: ☐ Interim ☐ Final ☐ N/A
- e. Type of financial management review *(check one)*: ☐ Interim ☐ Final ☐ N/A
- f. Type(s) of procurement(s) reviewed *(check all that apply and specify quantity)*:
- ☐ Procurement Systems ☐ Noncompetitive (____) ☐ Small Purchase (____)
- ☐ Competitive Proposal (____) ☐ Sealed Bid (____) ☐ N/A
- g. List all inserts included with this evaluation: _____
- h. Evaluator's Name: _____ Firm: _____

Project information:

- a. Project name: _____
- b. EPA grant number: _____
- c. Project owner *(name of municipality or utility including state)*: _____
- d. Name of primary grantee contact *(include phone number and e-mail address)*: _____

- e. Project description *(1-2 brief sentences)*: _____

- f. EPA grant project/budget period: from _____ to _____
- g. Date grant-funded work started/anticipated: _____
- h. EPA grant amount: \$_____
- i. Current total estimated project costs: \$_____
- j. Estimated % EPA grant dollars requested for reimbursement *(as of date of this evaluation)*:
_____%

Overall Summary and Recommendations:

- a. Did the grantee facilitate all the necessary documentation and/or access to the site to enable the evaluator to review the project in accordance with EPA's request? _____

- b. Overall impression of project (*procurements, financial management, physical progress, etc.*):

- c. Change orders/amendments (*number & brief description*): _____

- d. For on-site evaluations, list material and equipment stored on site but not yet incorporated into the construction. _____

- e. Describe any deficiencies and items to be corrected: _____

- f. Follow-up items for subsequent evaluations: _____

- g. Any other recommendations or comments: _____

- h. Other related issues that may impact project (*e.g., another related project with a significant delay, pending claims*): _____

- i. Briefly note progress grantee has made in accomplishing outputs (typically the progress in construction) and outcomes (note: the outcome will typically be met after construction is complete) specified in the EPA grant agreement: _____

On-Site Evaluation Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Site Visit and Project Information

a. Facilities/sites visited: _____

b. On-site Representatives Present:

Grantee/Owner's Representative

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

Owner Inspector

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

A/E

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

Contractor

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

Other

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

Other

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

c. Discrepancies found between the as-built project and the Work Plan submitted to EPA: _____

d. Discrepancies found between the as-built project and the project plans (approved plans, shop drawings, and/or as-built plans): _____

e. Date construction started: _____

f. Estimated construction completion date (contractual): _____

g. Estimated % physical completion (as of date of this evaluation): _____%

Site Documentation: (active construction only)

1.	Are approved plans (with P.E. signature and seal) and specifications on-site or readily available?	Yes/No/NA/CNBD
2.	Are A/E-approved shop drawings available on-site?	Yes/No/NA/CNBD
3.	Is the contractor progress schedule available?	Yes/No/NA/CNBD
4.	Is the permit to construct obtained and posted?	Yes/No/NA/CNBD
5.	Are Engineer's/Inspector's reports available?	Yes/No/NA/CNBD
6.	Do the Engineer's/Inspector's reports include:	
	a) Description of work activities?	Yes/No/NA/CNBD
	b) Equipment log (<i>utilized</i>)?	Yes/No/NA/CNBD
	c) Labor Schedule?	Yes/No/NA/CNBD
	d) Labor Utilized?	Yes/No/NA/CNBD
	e) Weather and site conditions?	Yes/No/NA/CNBD

Field Work Performance:

1.	Does construction appear to be in accordance with the plans, specifications, change orders, and special construction techniques?	Yes/No/NA/CNBD
2.	Are erosion and sediment control measures in place (active construction only)?	Yes/No/NA/CNBD
3.	Are safety precautions and procedures in place (active construction only)?	Yes/No/NA/CNBD
4.	Is construction proceeding (or was construction completed) according to schedule?	Yes/No/NA/CNBD
5.	Are change orders adequately tracked and on file?	Yes/No/NA/CNBD
6.	Are change orders approved by the A/E?	Yes/No/NA/CNBD
7.	Are impacts (<i>scope and dollar amount</i>) of change orders adequately detailed and noted?	Yes/No/NA/CNBD
8.	Are impacts of change orders on construction schedule adequately detailed and noted?	Yes/No/NA/CNBD

Administrative and Material Control Documentation: (active construction only)

- | | | |
|----|--|----------------|
| 1. | Material tracking performed? | Yes/No/NA/CNBD |
| 2. | Material certifications on file? | Yes/No/NA/CNBD |
| 3. | Manufacturer's testing reports on file? | Yes/No/NA/CNBD |
| 4. | Manufacturer's guarantees/warranties on file? | Yes/No/NA/CNBD |
| 5. | Tracking of equipment received and installed? | Yes/No/NA/CNBD |
| 6. | Shop drawings/submittals on file with a log or register? | Yes/No/NA/CNBD |
| 7. | Material and field testing reports are on file (e.g., soil & compaction, pipe pressure testing, etc.)? | Yes/No/NA/CNBD |

Additional Questions for a Final Evaluation:

- | | | |
|----|---|----------------|
| 1. | Engineer's certification of project completion and punch list completion is on file? | Yes/No/NA/CNBD |
| 2. | As-built plans complete and available? | Yes/No/NA/CNBD |
| 3. | Grantee's letter of final acceptance is on file? | Yes/No/NA/CNBD |
| 4. | Grantee has satisfied the output and outcome requirements specified in the EPA grant agreement? | Yes/No/NA/CNBD |

Site Map and Photographs: Provide photographs of the project site and active construction work and, where possible, include a rough layout of the project with visited areas clearly labeled and correlated to the photographs.

Procurement System Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Procurement System Information:

- a. Grantee representative responsible for procurements:
Name _____ Title _____ Dept. _____
Phone Number _____ E-mail Address _____

Procurement System Review Checklist:

Contract Administration Standards

- | | | |
|----|---|----------------|
| 1. | Does the grantee maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders? | Yes/No/NA/CNBD |
| 2. | Does the grantee have contract administration standards that ensure that goods and services are received, approved, and acceptable before payments are made? | Yes/No/NA/CNBD |
| 3. | Does the grantee maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts? | Yes/No/NA/CNBD |
| 4. | Does the grantee have written standards of conduct that address potential conflict of interests and include disciplinary action for any individual engaged in conducting and administering contracts or sub awards? | Yes/No/NA/CNBD |

General Procurement Standards

- | | | |
|-----|--|----------------|
| 5. | Does the grantee provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative goods and services? | Yes/No/NA/CNBD |
| 6. | Does the grantee maintain procurement standards to review lease vs. purchase alternatives (when appropriate)? | Yes/No/NA/CNBD |
| 7. | Does the grantee maintain records sufficient to detail the significant history of procurement, including rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price? | Yes/No/NA/CNBD |
| 8. | Does the grantee maintain procurement standards that include guidelines for documenting contract files? | Yes/No/NA/CNBD |
| 9. | Does the grantee maintain procurement standards that include an assessment of contractor responsibility including a search in the Excluded Parties List (https://www.sam.gov/portal/public/SAM)? | Yes/No/NA/CNBD |
| 10. | Does the grantee maintain procurement standards that stipulate that no contract will be entered into with parties that are debarred, suspended, or excluded from Federal assistance programs? | Yes/No/NA/CNBD |

- | | |
|---|----------------|
| 11. Does the grantee have protest procedures to handle and resolve disputes relating to their procurements? | Yes/No/NA/CNBD |
| 12. Does the grantee maintain procurement standards that require all contracts and agreements contain termination provisions and Federal access to contract records? | Yes/No/NA/CNBD |
| 13. Does the grantee maintain procurement standards that require solicitations have: a clear and accurate description of the services or items to be procured; a clear and accurate scope of work; minimum qualitative technical requirements; and features for materials, products, and services prospective bidders must meet? | Yes/No/NA/CNBD |
| 14. Does the grantee maintain procurement standards that seek full and open competition, without undue restrictions, including the use of statutorily or administratively imposed geographical preferences? | Yes/No/NA/CNBD |
| 15. Does the grantee maintain procurement standards that specify the minimum time period to be provided for the preparation of proposals and bids? If so, specify here: _____ | Yes/No/NA/CNBD |
| 16. Does the grantee maintain procurement standards that ensure required contract provisions (listed below) are included in the contract specifications? | |
| (a) Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees) | Yes/No/NA/CNBD |
| (b) Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers) | Yes/No/NA/CNBD |
| (c) All applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738. (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000) | Yes/No/NA/CNBD |
| (d) Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871) | Yes/No/NA/CNBD |
| (e) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions | Yes/No/NA/CNBD |

- | | |
|---|----------------|
| (f) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed | Yes/No/NA/CNBD |
| (g) Awarding agency requirements and regulations pertaining to: (a) reporting; (b) patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract; and (c) copyrights and rights in data | Yes/No/NA/CNBD |
| 17. (a) Does the grantee maintain procurement standards that specify the type of contract to be awarded for different procurement types? | Yes/No/NA/CNBD |
| (b) Are the specified contracts appropriate? | Yes/No/NA/CNBD |
| (c) Is the use of time and material contracts properly restricted? | Yes/No/NA/CNBD |
| 18. Does the grantee maintain procurement standards that require the grantee to perform and document a cost or price analyses, as applicable, for all procurements? | Yes/No/NA/CNBD |

Disadvantaged Business Enterprise (DBE) Standards

- | | |
|--|----------------|
| 19. Does the grantee maintain procurement standards that ensure that DBEs are made aware of contracting opportunities to the fullest extent practicable: | |
| (a) Does the grantee maintain procurement standards that stipulate advertisement in trade journals or other sources target towards DBEs? | Yes/No/NA/CNBD |
| (b) Does the grantee maintain procurement standards that stipulate direct solicitation of DBEs? | Yes/No/NA/CNBD |
| (c) Does the grantee maintain procurement standards that provide for other outreach/recruitment activities? If "Yes," explain:
_____ | Yes/No/NA/CNBD |
| 20. Does the grantee maintain procurement standards that arrange time frames for contracts and establish delivery schedules that encourage or enable participation by DBEs (i.e. allowing 30 days for proposal/bid development whenever possible)? | Yes/No/NA/CNBD |
| 21. Does the grantee maintain procurement standards that enable prime contractors to subcontract with DBEs (i.e. by dividing work into smaller tasks/quantities)? | Yes/No/NA/CNBD |
| 22. Does the grantee maintain procurement standards that encourage contracting with a consortium of DBEs when a contract is too large for a single DBE firm to handle individually? | Yes/No/NA/CNBD |
| 23. Does the grantee maintain procurement standards that call upon the services of the Small Business Administration and Minority Business Development Agency for identifying and recruiting DBEs? | Yes/No/NA/CNBD |

Noncompetitive Procurement Standards

- | | | |
|-----|--|----------------|
| 24. | Does the grantee maintain procurement standards consistent with minimal federal requirements for noncompetitive (sole-source) procurement, including cost analysis and profit negotiation? | Yes/No/NA/CNBD |
| 25. | Does the grantee maintain procurement standards that require documentation of: any lack of competition; any justification for sole-source procurement; and the basis for award and price? | Yes/No/NA/CNBD |

Small Purchase Procurement Standards

- | | | |
|-----|---|----------------|
| 26. | Does the grantee specify an acquisition threshold for small purchase procurement? | Yes/No/NA/CNBD |
| 27. | Does the grantee have requirements in place which preclude the parceling of same, like or related items for small purchase procurement? | Yes/No/NA/CNBD |

Competitive Proposal Procurement Standards

- | | | |
|-----|--|----------------|
| 28. | Does the grantee maintain procurement standards consistent with minimal federal requirements for competitive proposal procurement, including the need for identifying all evaluation factors and their relative importance? | Yes/No/NA/CNBD |
| 29. | Does the grantee maintain procurement standards with the requirement to advertise (publish and/or solicit) requests for proposals/qualifications from a sufficient number of current and qualified sources? | Yes/No/NA/CNBD |
| 30. | Does the grantee maintain procurement standards that require profit negotiation when there is no price competition? | Yes/No/NA/CNBD |
| 31. | Does the grantee maintain procurement standards that limit qualifications-based procurement, without consideration of price, to A/E professional services only? | Yes/No/NA/CNBD |
| 32. | Does the grantee maintain procurement standards that allow for retention of an A/E services provider during construction only when either (a) the grantee received a planning or design grant from EPA and procured the A/E firm for that work in accordance with EPA regulations, (b) EPA approved noncompetitive procurement for these services, OR (c) the initial request for planning/design proposals stated the possibility of awarding a construction services sub agreement, the A/E firm was procured in accordance with EPA regulations, there is no conflict of interest between the grantee (including any of the grantee's employees, officers, or agents) and the A/E firm, AND the grantee (including any of the grantee's employees, officers, or agents) did not receive any gratuities or favors from the A/E firm. | Yes/No/NA/CNBD |

Sealed Bid Procurement Standards

- | | |
|---|----------------|
| 33. Does the grantee maintain procurement standards that provide for contract award to the lowest responsive and responsible bidder? | Yes/No/NA/CNBD |
| 34. Does the grantee maintain procurement standards that provide for the opening of bids the time and place specified in the IFB? | Yes/No/NA/CNBD |
| 35. Does the grantee maintain procurement standards that provide for a minimum of two bids? | Yes/No/NA/CNBD |
| 36. Does the grantee maintain procurement standards that specify the minimum bonding requirements (bid, performance and payment bonds)? | Yes/No/NA/CNBD |

Competitive Proposal Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Project Name: XXXXX

General Contract Information:

- a. Contractor name and representative:

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

- b. Contractor on Excluded Parties List? _____

- c. Type of contract: _____

- d. Contract number: _____

- e. Contract amount (original): _____ (current): _____

- f. Date contract awarded: _____

- g. Request for Proposals (RFP) or Request for Qualifications (RFQ): _____

- h. Number of advertisements (including repeat advertisements in the same source): _____

- i. Number of days RFP/RFQ was publically advertised (count from date of first publication to closing date): _____

- j. Number of potential firms directly solicited (Total) and number of Disadvantaged Business Enterprises (DBEs) firms directly solicited: _____ Total _____ DBEs

- k. Number of days between last direct solicitation and closing date: _____

- l. Number of proposals received (Total) and number of proposals received from DBE firms: _____ Total _____ DBEs

Procurement Review Checklist:

- | | |
|--|----------------|
| 1. Did grantee perform an independent estimate of contract cost pre-procurement? Explain basis for estimate: _____ | Yes/No/NA/CNBD |
| 2. Is the work described in the RFP/RFQ consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 3. Does the RFP/RFQ identify the method of award and provide for award only to responsible contractors? | Yes/No/NA/CNBD |
| 4. Does the RFP/RFQ identify the evaluation factors and their relative importance? | Yes/No/NA/CNBD |
| 5. Is price included as an evaluation factor? | Yes/No/NA/CNBD |
| 6. Does the RFP/RFQ identify the type of contract to be awarded? | Yes/No/NA/CNBD |

Attachment 3a

- | | |
|---|----------------|
| 7. Does the RFP/RFQ include the need to comply with all applicable Acts, Executive Orders, and DBE rules? | Yes/No/NA/CNBD |
| 8. Does the RFP/RFQ include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 9. Does the RFP/RFQ place requirements on contractors that could restrict competition? If "Yes," Explain: _____ | Yes/No/NA/CNBD |
| 10. a) Did grantee select the responsible contractor having most advantageous proposal? | Yes/No/NA/CNBD |
| b) Was price considered as a factor in the selection? | Yes/No/NA/CNBD |
| 11. Did grantee perform a cost analysis to determine reasonableness of cost? | Yes/No/NA/CNBD |
| 12. Did grantee negotiate profit? | Yes/No/NA/CNBD |
| 13. Is the contract type either fixed price or cost plus fixed fee with a ceiling? | Yes/No/NA/CNBD |

Noncompetitive Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information.

Project Name: XXXXX

General Contract Information:

- a. Contractor name and representative:
Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____
- b. Contractor on Excluded Parties List? _____
- c. Type of contract: _____
- d. Contract number: _____
- e. Contract amount (original): _____ (current): _____
- f. Date contract awarded: _____
- g. Justification for a noncompetitive award: _____

Procurement Review Checklist:

- | | | |
|----|--|----------------|
| 1. | Did grantee perform an independent estimate of project cost pre-procurement? | Yes/No/NA/CNBD |
| 2. | Is the item to be procured available only from a single source? | Yes/No/NA/CNBD |
| 3. | Is there a public exigency or emergency that will not permit a delay resulting from competitive solicitation? | Yes/No/NA/CNBD |
| 4. | Is another justification for noncompetitive procurement provided? If "Yes," explain: _____ | Yes/No/NA/CNBD |
| 5. | a) Do the contract/technical specifications clearly describe the project scope (extent with itemized quantities) and reference industrial standards for material quality/construction practices? | Yes/No/NA/CNBD |
| | b) Are the items (type/quantity) consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 6. | Do the contract specifications include the need to comply with all applicable Acts, Executive Orders, and Disadvantaged Business Enterprise rules? | Yes/No/NA/CNBD |
| 7. | Do the contract specifications include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 8. | Did grantee perform a cost analysis and negotiate profit? | Yes/No/NA/CNBD |
| 9. | Is the contract type either fixed price or cost plus fixed fee with a ceiling? | Yes/No/NA/CNBD |

Sealed Bid Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Project Name: XXXXX

General Contract Information:

- a. Contractor name and representative:
Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____
- b. Contractor on Excluded Parties List? _____
- c. Type of contract: _____
- d. Contract number: _____
- e. Contract amount (original): _____ (current): _____
- f. Date contract awarded: _____
- g. Number of advertisements (including repeat advertisements in the same source): _____
- h. Number of days Invitation for Bid was publically advertised (count from date of first publication to bid opening date): _____
- i. Number of potential contractors directly solicited (Total) and number of Disadvantaged Business Enterprises (DBEs) directly solicited: _____ Total _____ DBEs
- j. Number of days between last direct solicitation and bid opening date: _____
- k. Number of bids received (Total) and number of bids received from DBEs:
_____ Total _____ DBEs

Procurement Review Checklist:

- | | |
|---|----------------|
| 1. Did grantee perform an independent estimate of project cost pre-procurement? | Yes/No/NA/CNBD |
| 2. Is the project (type/objective) described in the Notice to Bidders consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 3. Does the Notice to Bidders identify the time and place of bid opening? | Yes/No/NA/CNBD |
| 4. Does the Notice to Bidders advertise that the lowest, responsive, and responsible bidder will be selected and clearly establish the basis for determining lowest bid and responsiveness? | Yes/No/NA/CNBD |
| 5. Does the Notice to Bidders identify the type of contract to be awarded? | Yes/No/NA/CNBD |
| 6. Were all addenda to the bid package acknowledged by all bidders? | Yes/No/NA/CNBD |
| 7. Do the contract specifications include the bonding requirements? | Yes/No/NA/CNBD |

- | | |
|--|----------------|
| 8. Do the contract specifications include the need to comply with all applicable Acts, Executive Orders, and DBE rules? | Yes/No/NA/CNBD |
| 9. Do the contract specifications include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 10. a) Do the contract/technical specifications clearly describe the project scope (extent with itemized quantities) and reference industrial standards for material quality/construction practices? | Yes/No/NA/CNBD |
| b) Are the items (type/quantity) consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 11. Do the contract specifications place requirements on contractors that could restrict competition? If "Yes," Explain: _____ | Yes/No/NA/CNBD |
| 12. Were bids publically opened at the prescribed time and place? | Yes/No/NA/CNBD |
| 13. Did the grantee receive at least two bids? | Yes/No/NA/CNBD |
| 14. Did grantee select the lowest bid? If "No," Explain: _____ | Yes/No/NA/CNBD |
| 15. Did grantee perform a price analysis (itemized tabulation of all bid items and summary of bids from all bidders) to determine reasonableness of cost? | Yes/No/NA/CNBD |
| 16. Is approval of contractor selection documented? | Yes/No/NA/CNBD |
| 17. Is the contract a fixed-price (lump sum or unit price) contract? | Yes/No/NA/CNBD |
| 18. Is the contract amount in accordance with the selected contractor's bid? | Yes/No/NA/CNBD |
| 19. Does the contract include all required bonds (5% bid bond, 100% performance bond, 100% payment bond)? | Yes/No/NA/CNBD |
| 20. Is a Notice to Proceed signed and dated by both parties? | Yes/No/NA/CNBD |

Small Purchase Procurement Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information

Project Name: XXXXX

General Contract Information:

- a. Contractor name and representative:

Name _____ Firm _____ Title _____
Phone Number _____ E-mail Address _____

- b. Contractor on Excluded Parties List? _____

- c. Type of contract: _____

- d. Contract number: _____

- e. Contract amount (original): _____ (current): _____

- f. Date contract awarded: _____

- g. Number of quotes solicited and received: _____ Solicited _____ Received

Procurement Review Checklist:

- | | |
|---|----------------|
| 1. Did grantee perform an independent estimate of project cost pre-procurement? | Yes/No/NA/CNBD |
| 2. Is the procurement for less than \$100,000? | Yes/No/NA/CNBD |
| 3. Did grantee request quotes from more than one qualified source? | Yes/No/NA/CNBD |
| 4. a) Do the contract/technical specifications clearly describe the project scope (extent with itemized quantities) and reference industrial standards for material quality/construction practices? | Yes/No/NA/CNBD |
| b) Are the items (type/quantity) consistent with the Work Plan submitted to EPA? | Yes/No/NA/CNBD |
| 5. Do the contract specifications include the need to comply with all applicable Acts, Executive Orders, and Disadvantaged Business Enterprise rules? | Yes/No/NA/CNBD |
| 6. Do the contract specifications include all language required by the Terms and Conditions of the grant award? | Yes/No/NA/CNBD |
| 7. Did grantee perform a price analysis to determine reasonableness of cost? | Yes/No/NA/CNBD |
| 8. Did grantee select the lowest quote or provide justification for selecting other than the lowest quote? | Yes/No/NA/CNBD |
| 9. Is the contract type either fixed price or cost plus fixed fee with a ceiling? | Yes/No/NA/CNBD |

Financial Management Review Insert

Please read all footnotes as they may contain important clarifying or supplemental information.

Accounting Overview

- | | | |
|----|--|----------------|
| 1. | Do claimed costs correctly correspond to the eligible cost categories in the grant agreement? | Yes/No/NA/CNBD |
| 2. | Do claimed costs correctly correspond to the eligible work as described in the EPA Approved work plan? | Yes/No/NA/CNBD |

Accounting of Procured Services:

- | | | |
|----|---|----------------|
| 1. | Is the grantee claiming only those costs incurred through contracts for which EPA (or a representative of EPA) has reviewed procurement? | Yes/No/NA/CNBD |
| 2. | Does accounting for this project separate ineligible items <i>(if applicable)</i> and list engineering costs, administrative costs, legal costs, and actual construction costs by contract? | Yes/No/NA/CNBD |
| 3. | Do contractor's applications for payment identify: | |
| | a) Payment amount? | Yes/No/NA/CNBD |
| | b) Percent or items of work complete? | Yes/No/NA/CNBD |
| | c) Materials on-site? | Yes/No/NA/CNBD |
| | d) Change orders? | Yes/No/NA/CNBD |
| | e) Verified by A/E? | Yes/No/NA/CNBD |
| 4. | Do A/E invoices for payment identify: | |
| | a) Payment amount? | Yes/No/NA/CNBD |
| | b) Services provided? | Yes/No/NA/CNBD |
| | c) Percent completed or hours billed? | Yes/No/NA/CNBD |
| | d) Amendments | Yes/No/NA/CNBD |
| 5. | Are all contractor and A/E invoices and payments documented? | Yes/No/NA/CNBD |

Accounting of Force Account:

- | | | |
|----|--|----------------|
| 1. | Are force account charges included in grantee's reimbursement requests? | Yes/No/NA/CNBD |
| 2. | Are the grantee's reimbursement requests supported by: | |
| | a) Time sheets for direct labor? | Yes/No/NA/CNBD |
| | b) Invoices for material purchase? | Yes/No/NA/CNBD |
| | c) Invoices for equipment usage? | Yes/No/NA/CNBD |
| 3. | Do the grantee's time sheets list work under this grant separately from other work done by employees? | Yes/No/NA/CNBD |
| 4. | Is the grantee adhering to its EPA-approved cost allocation plan/indirect cost proposal? | Yes/No/NA/CNBD |
| 5. | Is the grantee using an independent resident inspector to inspect construction work? | Yes/No/NA/CNBD |
| 6. | Does the grantee purchase equipment and materials through an annual contract with a specific vendor? Explain how the grantee procures materials/equipment: | Yes/No/NA/CNBD |
| | _____ | |

Disbursements:

- | | | |
|----|---|----------------|
| 1. | Are invoices properly attributed to the appropriate funding sources (<i>i.e., not double-counted</i>)? | Yes/No/NA/CNBD |
| 2. | Are requested grant disbursements from EPA adequately documented and consistent (<i>within 10%</i>) with work completed and/or material delivered and stored? | Yes/No/NA/CNBD |
| 3. | Is reimbursement being requested based on incurred cost and not earlier? | Yes/No/NA/CNBD |
| 4. | Are all claimed costs (including pre-award costs) within the grant/project period? | Yes/No/NA/CNBD |
| 5. | Are correct funding percentages being maintained? (<i>i.e., limited to the % specified in the EPA grant</i>) | Yes/No/NA/CNBD |

ATTACHMENT 5

Environmental Review Statutes, Regulations, Executive Orders, and Guidance

Statutes

1. National Environmental Policy Act (NEPA), 42 U.S.C 4321 et seq.
2. Section 309 and/or other sections of the Clean Air Act
3. Section 404 and/or other sections of the Clean Water Act
4. Section 102 and/or other sections of the Marine Protection, Research, and Sanctuaries Act
5. National Historic Preservation Act
6. Archeological and Historic Preservation Act
7. Native American Graves Protection and Repatriation Act
8. American Indian Religious Freedom Act
9. Endangered Species Act
10. Marine Mammals Protection Act
11. Magnuson-Stevens Fishery Conservation and Management Act
12. Fish and Wildlife Coordination Act
13. Migratory Bird Treaty Act
14. Bald and Golden Eagle Protection Acts
15. Coastal Zone Management Act
16. Coastal Barrier Resources Act
17. Safe Drinking Water Act
18. Farmland Protection Policy Act
19. Wild and Scenic Rivers Act
20. Wilderness Act
21. Rivers and Harbor Act
22. Land and Water Conservation Fund Act
23. Noise Control Act
24. Resource Conservation and Recovery Act
25. Comprehensive Environmental Response, Compensation and Liability Act
26. Emergency Planning and Community Right-to-Know Act
27. Pollution Prevention Act
28. Occupation Safety and Health Act
29. Antarctic Science, Tourism, and Conservation Act
30. Trade Act of 2002

Regulations

1. CEQ regulations implementing NEPA, 40 CFR Part 1500
2. EPA regulations implementing NEPA, 40 CFR Part 6
3. EPA regulations on ocean dumping, 40 CFR Parts 220-228
4. EPA regulations on disposal of dredged or fill material, 40 CFR Parts 230-231
5. EPA regulations for the Municipal Wastewater Treatment Works Construction Grants Program, 40 CFR Part 35
6. EPA regulations for Public Participation in programs under the Resource Conservation and Recovery Act, Safe Drinking Water Act, and Clean Water Act, 40 CFR Part 25
7. EPA regulations on the import and export of hazardous wastes, 40 CFR Parts 260-265

8. U.S. Army Corps of Engineers regulations, 33 CFR 320-330

Executive Orders

1. EO 11988 -- Floodplain Management
2. EO 11990 -- Protection of Wetlands
3. EO 12898 -- Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
4. EO 13045 -- Protection of Children from Environmental Health Risks and Safety Risks
5. EO 11593 -- Protection and Enhancement of the Cultural Environment
6. EO 13175 -- Consultation and Coordination with Indian Tribal Governments
7. EO 13007 -- Indian Sacred Sites
8. EO 13186 -- Responsibility of Federal Agencies to Protect Migratory Birds
9. EO 13089 -- Coral Reef Protection
10. EO 13101 -- Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition
11. EO 13148 -- Greening The Government Through Leadership in Environmental Management
12. EO 13123 -- Greening the Government Through Efficient Energy Management
13. EO 13141 -- Environmental Review of Trade Agreements

Guidance

1. U.S. Army Corps of Engineers, Wetlands Delineation Manual, 1987
2. U.S. Fish and Wildlife Service, Habitat Evaluation Procedures (HEP)
3. U.S. Army Corps of Engineers, Hydrogeomorphic (HGM) Approach for Assessing Wetland Functions

ATTACHMENT 6
Sample Table of Contents for Environmental Assessments

Executive Summary

1.	Introduction
1.1	Introduction
1.2	Background
1.	Proposed Action
1.1	Summary of the Proposed Action
1.2	Effluent Limitations and New Source Performance Standards under the MSGP
1.3	Documents Incorporated by Reference
3.	Affected Environment
3.1	Introduction
3.2	Physical Resources
3.2.1	Earth Resources
3.2.2	Water Resources
3.2.3	Air Quality
3.2.4	Noise Environment
3.3	Biological Resources
3.3.1	Vegetation
3.3.2	Wildlife
3.3.3	Threatened & Endangered Species
3.3.4	Species of Concern
3.4	Socioeconomic Resources
3.4.1	Land Use
3.4.2	Population and Housing
3.4.3	Transportation
3.4.4	Demographics
3.4.5	Regional Economy
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3.4.7	Recreation
3.4.8	Environmental Justice
4.	Environmental Consequences
4.1	Introduction
4.2	Physical Resources
4.2.1	Earth Resources
4.2.2	Water Resources
4.2.3	Air Quality
4.2.4	Noise Environment
4.3	Biological Resources
4.3.1	Vegetation
4.3.2	Wildlife
4.3.3	Threatened & Endangered Species
4.3.4	Species of Concern
4.4	Socioeconomic Resources
4.4.1	Land Use
4.4.2	Population and Housing
4.4.3	Transportation
4.4.4	Demographics
4.4.5	Regional Economy
4.4.6	Cultural Resources
4.4.7	Recreation
4.4.8	Environmental Justice
5.	Cumulative Impacts

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-10			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4		Title of Work Assignment/SF Site Name Region 2 NPDES Support					
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 11/04/2020 To 06/30/2021			
Comments:									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
07/01/2016 To 06/30/2021				0					
This Action:				620					
Total:				620					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Maureen Krudner <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 212-637-3874 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115			

PERFORMANCE WORK STATEMENT (PWS)
CONTRACT NO. EP-C-16-003
WA No. 4-10

Anticipated Level of Effort (LoE): 620 hours

1. **TITLE:** U.S. Environmental Protection Agency (EPA) Region 2 National Pollutant Discharge Elimination System (NPDES) Program Support
2. **PERIOD OF PERFORMANCE:** September 15, 2020– June 30, 2021
3. **EPA WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (WACOR):**

COR Name: Ms. Maureen Krudner Phone: 212-637-3874 Email: krudner.maureen@epa.gov	<u>USPS Mailing Address</u> Clean Water Division U.S. Environmental Protection Agency, Region 2 290 Broadway New York, NY 10007
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EPA ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER’S REPRESENTATIVE (ALTERNATE WACOR):

COR Name: Ms. Sieglinde Pylypchuk Phone: 212-637-4133 Email: pylypchuk.sieglinde@epa.gov	<u>USPS Mailing Address</u> Clean Water Division U.S. Environmental Protection Agency, Region 2 290 Broadway New York, NY 10007
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4. **BACKGROUND**

National Pollutant Discharge Elimination System (NPDES) permits in the Commonwealth of Puerto Rico are issued by the U.S. Environmental Protection Agency (EPA) Region 2. In New Jersey and New York, the NPDES is implemented through a State Pollutant Discharge Elimination System (SPDES) program managed by the State of New Jersey Department of Environmental Protection and the New York State Department of Environmental Conservation, respectively. In the U.S. Virgin Islands, the NPDES program is implemented by the territory through a Territorial Pollutant Discharge Elimination System (TPDES) program managed by the U.S. Virgin Islands Department

of Planning and Natural Resources. EPA Region 2 oversees the SPDES and TPDES programs and provides technical assistance to states. Through the completion of the Tasks described in this Work Assignment, EPA Region 2 will be able to provide more effective oversight and technical assistance to the state programs and more effectively administer the NPDES program in Puerto Rico.

5. PURPOSE AND OBJECTIVE

The objective of this Work Assignment is to provide NPDES program support to EPA Region 2 for the NPDES program in Puerto Rico, the SPDES programs in New Jersey and New York, and the TPDES program in the U.S. Virgin Islands.

6. SCOPE OF WORK

The Contractor shall develop a Work Plan for each of the tasks listed below. The Contractor shall initiate a telephone conference with the EPA Work Assignment Contracting Officer's Representative (WACOR) to clarify any issues before the final Work Plan is submitted.

This Work Assignment does not require any laboratory analysis or field sampling.

TASK 0: WORK ASSIGNMENT MANAGEMENT

Contractor will perform contract and project management activities such as preparing invoices, tracking technical and financial progress and managing subcontractor paperwork. Contractor shall develop a Work Plan for this work assignment that includes each of the tasks listed below.

Deliverables:

- Monthly progress reports.
- Within fifteen (15) days of work assignment approval, the Contractor shall submit a workplan

TASK 1: PUERTO RICO MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) AUDITS AND EVALUATIONS.

Background:

Municipal Separate Storm Sewer System (MS4) permits in the Commonwealth of Puerto Rico are issued by the U.S. Environmental Protection Agency (EPA) Region 2.

The EPA's MS4 program is vital to protecting human and environmental health because polluted stormwater runoff is commonly transported through MS4s and the often discharged, untreated, into local water bodies. To prevent harmful pollutants from being washed or dumped into MS4s, specific types of operators are required to obtain NPDES permits and develop stormwater management programs. In the Commonwealth of Puerto Rico, the MS4 permits are issued by the U.S. Environmental Protection Agency

Region 2.

Task Description:

The Contractor shall conduct MS4 audits in Puerto Rico, as requested, and shall assess the permittee's performance under the 2016 Small MS4 General Permit.

The Contractor shall conduct MS4 audits in Puerto Rico, as requested. The Contractor shall assess the permittee's performance under the 2016 Small MS4 General Permit applicable in Puerto Rico. In performing this assessment, at a minimum, the following will be done:

- Discussion with R2 official about the scope of the MS4 audits,
- Interview of municipal staff and review file materials related to the municipality's current and past implementation activities,
- Select a number of municipal activities located within the jurisdiction for inspection, and
- Observe municipal staff as they implement these activities.

The Contractor shall document the results of the MS4 audits with photos, and other means, as appropriate.

In the week following each audit, the Contractor shall provide a brief summary of the audit's findings, including the most relevant non-compliance findings, if applicable (via email).

The Contractor shall provide a detailed, written report summarizing the results of each MS4 audit, including all of the data, photographs and information collected during the MS4 audit and checklists used on-site. The report shall identify any conditions that may be of concern in relation to Section 301 and 402(p) of the Clean Water Act (CWA), and applicable Small MS4 General Permit conditions, as well as provide recommendations related to additional pollution controls that are needed to improve water quality.

Deliverables:

- The Contractor shall participate in tele- or web-meetings with EPA R2, as needed, prepare meeting notes and provide those notes to EPA R2 within 3 business days of the meeting.
- Within 7 days of each audit, the Contractor shall provide a brief summary of the audit's findings (via email).
- A draft report, including all photographs and information collected during the audit, and checklists used on-site, shall be provided to the EPA within 45 days of the completion of the MS4 audit. The EPA will review all draft reports and provide comments to the Contractor. Within 15 days of receipt of EPA's comments, the Contractor shall incorporate EPA's comments and provide an electronic final report to the EPA.

TASK 2: GREEN STREETS GUIDANCE FOR NEW JERSEY COMMUNITIES

Background:

The EPA R2 is an active member of the Jersey Water Works Green Infrastructure Committee works to promote the use of green infrastructure as a mechanism to control stormwater runoff and combined sewer overflows through the state of New Jersey. This committee proposes to create, with assistance from EPA R2 contractor support, a green streets guidance for interested New Jersey communities.

Many municipalities and counties across the country have adopted complete streets policies and are using the complete streets framework to make their streets safe; yet, few specifically include green infrastructure in their policies. Some communities in New Jersey are building green streets locally despite the lack of policies that would require green infrastructure. Many of these projects have obtained beneficial financing and positive public support by including green infrastructure techniques.

More New Jersey communities may pursue green streets projects if there was realistic guidance on implementation – green infrastructure concepts, identified benefits, and permitting and coordination needs.

Task Description:

The Contractor shall provide the expertise towards development of chapters for a handbook designed to educate municipal officials in New Jersey about green streets, leading to increased local implementation and collaboration with the New Jersey Department of Transportation (NJDOT).

The Contractor shall develop chapters for a handbook for New Jersey municipalities, counties, and the state, that provides a rationale to include green streets concepts in their future designs and support green street implementation at the local level.

This handbook would demonstrate how green street concepts could be incorporated into existing or planned capital projects and highlight the benefits associated with these projects. These projects would act as demonstrations for local officials and residents to encourage further implementation of green street projects.

The chapter development will follow the outline of suggested content for a handbook developed in cooperation with the Jersey Water Works Green Streets Subcommittee, dated February 8, 2019. Chapters 1 and 2 were under development under WA 2-10, contract EP-C-16-003. A stand alone Green Streets Case Study Chapter was completed under WA 3-10, contract EP-C-16-003.

The Contractor shall utilize information from phone interviews conducted under WA 2-10 to highlight New Jersey-specific concerns.

The Contractor shall ensure the handbook chapters are consistent with the Office of Sustainable Communities Technical Report Guidance and Style Guide. The handbook

shall also be Section 508 compliant.

Deliverables:

All deliverables shall be provided to the WACOR as one (1) electronic Word document and one (1) PDF copy. All supporting documents shall be provided to the WACOR as 1) electronic Word document and one (1) PDF copy, if available.

- Within (fifteen) 15 days of workplan approval, the contractor shall participate in a telephone conference with the WACOR and members of the Jersey Water Works Green Streets Subcommittee to determine the next handbook chapter (a maximum of 2 chapters) to be developed. Subsequent telephone conferences will be on an as needed basis.
- The contractor shall provide a draft of the selected handbook chapter(s) to the WACOR and Jersey Water Works for review and comment within (ninety) 90 days after selection.
- The WACOR will advise the contractor when all comments have been received.
- The contractor shall provide a final draft to the WACOR and Jersey Water Works for review and comment within (forty-five) 45 days of receiving comments.
- The WACOR will advise the contractor when all comments have been received.
- The contractor shall provide final chapter(s) the WACOR within (thirty) 30 days of receiving comments.

TASK 3: US VIRGIN ISLANDS PERMIT LIMIT SUPPORT

Background:

In 1976, the USEPA transferred the authority for the administration of the National Pollutant Discharge Elimination System (NPDES) program to the US Virgin Islands. Effluent limitations serve as the primary mechanism in NPDES permits for controlling discharges of pollutants to receiving waters. When developing effluent limitations for an NPDES permit, a permit writer must consider limits based on both the technology available to control the pollutants (i.e., technology-based effluent limits) and limits that are protective of the water quality standards of the receiving water (i.e., water quality-based effluent limits).

Task Description:

The Contractor shall develop a methodology for evaluating permit limits for the USVI Department of Planning and Natural Resources.

The Contractor shall develop permit limit comparison tables for a minimum of 3 USVI TPDES permit renewal applications. The WACOR will provide the permit renewal applications and the existing permit to the Contractor as soon as possible.

For each facility, the Contractor will develop a table comparing the existing permit limit, USVI Water Quality Standard (if applicable), maximum value from the application data, and the federal standard. The Contractor will use the table to recommend a water quality-based effluent limitation or a technology-based effluent limitation and provide the basis for that limit. The USVI establishes end-of-pipe limits nearly exclusively in TPDES permits.

Additionally, the Contractor will present an overview of the comparison tables to USVI DPNR management and staff. The goal of this meeting will be to introduce USVI staff to a simple method for evaluating permit limits and to provide training regarding what information, regulation, standards, etc. should be considered when developing the table. The meeting will be conducted virtually via Microsoft Teams, Skype, or a similar platform.

Deliverables:

All deliverables shall be provided to the WACOR as one (1) electronic Word/PowerPoint document and one (1) PDF copy.

- The contractor shall provide a proposed format for the comparison table to the WACOR for review and comment.
- The contractor shall provide a draft presentation on the use of the comparison table and the recommendations for effluent limits to the WACOR for review and comment.
- The contractor shall provide a final draft presentation on the use of the comparison table and the recommendations for effluent limits to the WACOR for review and comment. within (thirty) 30 days of receiving comments on the first draft.
- The contractor shall provide a final presentation on the use of the comparison table and the recommendations for effluent limits to the WACOR for approval within (thirty) 30 days of receiving comments on the final draft.
- The contractor shall conduct a virtual meeting to USVI DPNR managers and staff on the use of the comparison table and the recommendations for effluent limits no later than June 15, 2021. This presentation will be recorded for future reference.

7. DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Required	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	Electronic, Word Format or PDF
0	Workplan	15 days after work assignment approval	Electronic, Word Format
1	Participate in regular tele- or web-meetings with the EPA R2 to discuss technical and administrative edits and provide meeting notes to the EPA R2	Submit meeting notes within 3 working days of the meeting	Electronic, Word format

1	Summary of audit's findings (via email)	Within 7 days of the completion of the MS4 audit	Electronic, Word format
1	Draft audit report, including all data, photographs, and information collected during the on-site	Within 45 days of completion of the MS4 the audit	Electronic, Word format
1	Final audit report	Within 15 days of receipt of the EPA's comments on the draft audit report, but no later than June 30, 2020	Electronic, Word format or PDF
2	Conduct teleconferences with the WACOR and members of the Jersey Water Works Green Streets Subcommittee	First call within 15 days of workplan approval, subsequently as needed	n/a
2	First draft of selected chapter(s) of the handbook for review	Within 90 days after selection	Electronic, Word format or PDF
2	Final draft of chapter(s) of the handbook for review	Within 45 days of receiving comments	Electronic, Word format or PDF
2	Final chapter(s) of the handbook	Within 30 days of receiving comments, but no later than June 30, 2021	Electronic Word format or PDF
3	Proposed comparison table format	Within 45 days of workplan approval	Electronic Word format or PDF
3	Draft presentation	No later than March 1, 2021	Electronic Word format or PDF
3	Final draft presentation	No later than April 15, 2021	Electronic Word format or PDF
3	Final presentation	No later than June 1, 2021	Electronic Word format or PDF
3	Deliver and record presentation	No later than June 15, 2021	Electronic Word format or PDF

The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

8. CONTRACT SOW REFERENCE

See Contract Performance Work Statement, Task 9.

9. ANTICIPATED TRAVEL REQUIREMENTS

Task 1 of this Work Assignment includes travel to Puerto Rico for the purpose of completing the on-site MS4 audits. The Contractor shall stay in San Juan or the surrounding area for a minimum of 4 full, work days (i.e., arrive Sunday, conduct audits Monday through Thursday, depart Friday). This may be extended an additional work day or two additional work days, upon written approval by the EPA.

10. ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the WACOR and/or the Contract Level Contracting Officer's Representative (CL-CCOR) by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the WACOR and the CL-COR.

11. CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of the EPA when attending meetings with outside parties or visiting field sites.

12. CONTROL REQUIREMENTS

1. Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to

develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

2A. Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

2B. Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

3. Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without the EPA's approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

5. Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information,

or any enforcement strategy without first obtaining the written permission of the EPA CL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor shall provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

6. Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI shall comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this Work Assignment requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant shall adhere to the EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for the EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

7. Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by the EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

WORK ASSIGNMENT 4-10 SIGNATURE PAGE

COR Signature

Date

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Wet Weather Treatment				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021				
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				3,860						
Total:				3,860						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Lisa Biddle						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0350				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Camille W. Davis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-11**

TITLE: Support for Wet Weather Treatment Program

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Lisa Biddle
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 566-0350
biddle.lisa@epa.gov

ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (AWACOR):

Kathryn Kazior
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
(202) 564-2696
kazior.kathryn@epa.gov

PERIOD OF PERFORMANCE: July 1, 2020 through June 30, 2021

ESTIMATED LEVEL OF EFFORT: The estimated level of effort (LOE) for this work assignment (direct labor plus subcontractor hours) is 3,860 hours.

OBJECTIVES: This Work Assignment provides support to the wet weather treatment program for the Water Permits Division (WPD).

SCOPE OF WORK

TASK 0 – Work Plan, Budget Development and Management

The contractor shall participate in a kickoff conference call with the EPA WACOR within 30 days of the work assignment's effective date.

The Contractor shall notify the CO and EPA WACOR in writing when 75% and 90% of the authorized work assignment LOE/labor hours and cost have been expended.

The contractor shall meet with the WACOR either in person or via telephone approximately three to four (3-4) hours per month to discuss work assignment planning issues. During this regular meeting, the contractor shall be prepared to discuss updates for tasks outlined below and the contractor shall provide a summary update for tasks via email before each meeting.

For planning purposes, EPA assumed approximately 160 hours of support on this task.

TASK 1 – Stakeholder Engagement Support

The contractor shall support EPA in stakeholder engagement efforts regarding the wet weather treatment program. This will involve developing materials to educate the public and stakeholders on publicly owned treatment work (POTW) operations and wet weather operational considerations. It will also involve supporting outreach to stakeholders and the public on rulemakings, regulations, and guidance.

This task will also include organizing teleconferences, webcasts, and in-person engagement sessions, writing agendas and notes from meetings and generating documents for the administrative record.

For planning purposes, EPA assumed 300 hours of support consisting of 6-10 teleconferences, 1-3 webcasts, and one half-day in person meeting. Associated activities for these meetings will include agenda preparation, logistics planning, meeting materials preparation, webcast registration and hosting, meeting facilitation, and meeting notes or transcripts.

This task will also include simple website support for creating materials to be posted on EPA's website like simple graphics, fact sheets, or videos from webcasts.

Content and publications that will be added to EPA's website must be compliant with agency standards, including 508 accessibility, metadata, and other published EPA standards and requirements.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 10 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 10 days of receipt of EPA comments.

TASK 2 –Peak Flows Management Technology Review

The contractor shall continue work on the Technical Development Document (TDD) that was prepared in support of the peak flows management rulemaking (this document was drafted under work assignments 2-11 and 3-11 of contract EP-C-16-003). In addition, the contractor shall support revisions to these documents, after the close of the public comment period, to support the final rulemaking or related policy efforts.

In support of this task the contractor shall review existing data provided by EPA from past research and outreach related to wet weather flow management and related efforts across the agency. The contractor shall also review information published in the literature and presented at conferences/meetings regarding technologies tested by, and/or used by, municipalities and the wastewater treatment sector to manage wet weather flows and maximize treatment of wastewater under wet weather flow conditions.

Data collection will include compiling information on the cost and performance of various treatment technologies and other wet weather management solutions (such as storage at the treatment plant, side-stream treatment, and innovative solutions to address peak flows at the plant and in the collection system).

All data collection is expected to be secondary data, EPA does not anticipate doing a survey or sampling to support this task.

For planning purposes, EPA assumed approximately 600 hours of support on this task.

DELIVERABLES:

The contractor can anticipate three rounds of revisions to TDD sections, based on EPA review and comment, prior to proposal. Revised drafts shall be provided within 10 days of receiving EPA comments. In addition, the contractor can assume two rounds of revisions to these analyses to support the final rule record.

TASK 3 – Wet Weather-Related Municipal Permits and Reporting

The contractor shall support the review of existing permitting approaches to peak flows management and treatment, including those permits that authorize discharges from the collection system during wet weather events. This may include reviewing individual municipal permits for sewage discharges and analyzing and/or summarizing information in permits and related permit records (e.g., treatment technologies used at CSO outfalls and the associated monitoring and reporting; wet weather bypasses or blending authorized at POTWs).

This task may also involve reviewing information submitted to permitting authorities through monthly and annual reports, such as discharge monitoring reports and data stored in the ICIS-NPDES database.

For planning purposes, EPA assumed approximately 800 hours of support on this task.

DELIVERABLES:

Deliverable schedules will be established through written technical direction.

TASK 4 – Regulatory Analyses and Cost Analyses for the Peak Flows Management Rulemaking

The contractor shall support revisions to cost and regulatory analyses developed under WA 2-11 and 3-11 of contract EP-C-16-003, including the ICR, analysis of costs (economic analysis), and analyses to support the determination of applicability for the executive orders and statutes identified in the action development process to support the proposed rule. In addition, the contractor shall support revisions to these documents, after the close of the public comment period, to support the final rulemaking or related policy efforts.

The contractor shall plan for 6 calls/meetings with EPA economists to discuss the analyses and comments/revisions on the Cost Analysis and ICR.

For planning purposes EPA assumed 600 hours of support for this task.

DELIVERABLES:

The contractor can anticipate three rounds of revisions to the Cost Analysis and ICR, based on EPA review and comments, prior to proposal. Revised drafts shall be provided within 10 days of receiving EPA comments. In addition, the contractor can assume two rounds of revisions to these analyses to support the final rule record and ICR.

TASK 5 – Peak Flows Management Rulemaking Public Comment and Comment Response Support

Support to respond to public comments may include, but is not limited to, the following activities: reviewing, assessing, and compiling public comments; summarizing public comments; supporting coding of comments and entering them into a database that can be used by all appropriate personnel that will be developing or reviewing comment responses; compiling information that will be used to develop responses to comments; and drafting and revising responses. Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

For planning purposes, EPA assumed 800 hours for this task.

DELIVERABLES:

- The contractor shall prepare a summary of significant comments received within two weeks of the close of the public comment period.
- Based on technical direction from EPA, the contractor will be asked to propose a coding scheme for public comments.

- Based on technical direction from EPA, the contractor will be asked to organize all public comments received into a comment response database, or other format agreed upon with EPA. This shall be delivered to EPA within four weeks of EPA's approval of the proposed coding scheme.
- Based on technical direction from EPA, the contractor may be asked to develop responses to comments. Initial draft responses will be outlined and submitted to EPA for approval within 10 days of technical direction. Draft comment responses will be submitted within 10 days of receiving EPA input on draft outlines. Revised comment responses will be submitted within 5 days of receiving EPA comments on the drafts.

TASK 6 – Peak Flows Management Rulemaking Record Support

The contractor shall continue to support the record development that began under WA 2-11 and WA 3-11 of contract EP-C-16-003. The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. As needed, the contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the dockets requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR quarterly and one month prior to the planned proposed and final rule signature dates. The record documents and index are to be delivered to the WACOR upon completion of the Work Assignment or when requested via written technical direction by the WACOR.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that have been identified by EPA since the proposal.

For planning purposes, EPA assumed 100 hours for this task.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as request by EPA based on public comments, within 10 days of receiving technical direction from EPA
- The contractor shall submit draft new record items within 15 days of receiving technical direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 5 days of receiving EPA's review comments.

TASK 7 –General Technical Support for the Wet Weather Management Program

Following written technical direction from the WACOR, the contractor shall, from available data or data provided by EPA, assemble information, create and/or modify documents, and perform analyses related to wet weather treatment and management. The contractor may support EPA in preparing or gathering data for presentations at conferences, summarizing data to brief management, revising work products previously developed by EPA or its contractors, developing questions and answers or FAQs for publication on EPA's website, attending meetings, or preparing materials and participating in meetings, conferences, and workshops to support EPA's policy, permitting, and regulation development effort. The contractor may also produce materials such as reports, brochures, or other presentation materials. Some items (e.g., short documents and/or research efforts) may be required with quick turnaround times of 1-5 days.

For planning purposes, EPA assumed 500 hours for this task consisting of 30 quick turnaround items requiring approximately 8 hours of support and 13 other technical support items requiring approximately 20 hours of support each.

DELIVERABLES:

Deliverable schedules will be established through written technical direction.

Quality Assurance Statement

EPA requires that activities involve the collection, generation, evaluation, analysis or use of environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. All tasks are continued work from WA 3-11. The prior QAPP may be updated and revised pursuant to this WA.

The Contractor must prepare a QAPP that describes specific QA strategies that will be used when performing environmental data operations to support the objectives of this work assignment. The QAPP must include all applicable elements specified in "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5). The contractor may develop/update the QAPP incrementally, and the QA Coordinator will review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. The contractor must submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Monthly progress reports should describe (a) the contractor's progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

OTHER REQUIREMENTS:

Travel:

Travel to EPA HQ, selected EPA regional offices, state agencies or selected municipalities may be necessary. The travel shall be in accordance with FAR and EPAAR and non-local travel shall be approved by the PO prior to travel.

For planning purposes, the contractor can assume four in person meetings at EPA HQ during this period of performance.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

Section 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. Contractor deliverables that are prepared for EPA's website shall be 508 compliant.

Conference/Meeting Guidelines and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Special Instruction:

The contractor shall follow the Federal Green Policy whenever it is applicable.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-12				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4		Title of Work Assignment/SF Site Name Decentralized Wastewater						
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW See PWS						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021				
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund						Accounting and Appropriations Data		<input checked="" type="checkbox"/> Non-Superfund		
SFO <input type="checkbox"/> (Max 2)						Note: To report additional accounting and appropriations date use EPA Form 1900-69A.				
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				1,020						
Total:				1,020						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Zachary Lowenstein <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0360 FAX Number:				
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:				
Other Agency Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:				
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-12**

TITLE: Technical Support to OWM's Decentralized Wastewater Program

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Name: Zachary Lowenstein Phone: (202) 564-0360 Fax: (202) 501-2397 lowenstein.zachary@epa.gov	<u>USPS Mailing Address</u> U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460-0001	<u>Courier Address</u> U.S. EPA Office of Wastewater Management WJC East Building Room #7225D 1201 Constitution Avenue, NW Washington, D.C. 20004
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ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVES (AWACORs):

Name: Gajindar Singh Phone: (202) 564-0634 Fax: (202) 501-2397 singh.gajindar@epa.gov	U.S. EPA Office of Wastewater Management Mail Code: 4204M 1200 Pennsylvania Avenue, NW Washington, D.C. 20460- 0001	U.S. EPA Office of Wastewater Management WJC East Building Room #7213E 1201 Constitution Avenue, NW Washington, D.C. 20004
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PERIOD OF PERFORMANCE: July 1, 2020 through June 30, 2021

ESTIMATED LEVEL OF EFFORT : 1020 hours

BACKGROUND: Communities across the U.S., large and small, rural and urban, face significant water quality and public health problems from onsite/decentralized wastewater systems (commonly called septic systems). One of the greatest challenges that small and rural communities face is the improper operation and maintenance of septic systems and their alternatives, leading to system malfunctions. In 1997, EPA published a

“Response to Congress on the Use of Decentralized Wastewater Treatment Systems.” EPA concluded that these systems can provide protection of the environment and public health at lower costs and are suitable for differing site conditions and ecologically sensitive areas. Several major impediments were observed for improving the system’s acceptance, such as lack of awareness and public misperception of decentralized systems. Approximately 20 percent of all U.S. households (or 1 in 5 homes) and 16 percent of new housing units are served by individual decentralized systems, according to the *2015 US Census Bureau’s American Housing Survey (AHS)*. About half of the existing decentralized systems are more than 30 years old, also per the AHS. The population is increasing and shifting geographically in areas that are least prepared to meet the demand. Protecting and preserving the nation's water infrastructure is critical to our economic future, human health and fulfilling the mandates of the Clean Water Act (CWA). Decentralized wastewater systems can be protective of public health and water quality if they are properly planned, sited, designed, installed and maintained.

EPA issued a Program Strategy for the Decentralized Wastewater Program on January 12, 2005 for improving the performance of decentralized wastewater treatment systems. This strategy identifies EPA’s vision, mission and actions to improve the performance of decentralized wastewater treatment systems. One of the components of the Program Strategy is a Memorandum of Understanding (MOU) between EPA and organizations involved in managing decentralized wastewater systems. The MOU is intended to upgrade the professionalism within the industry and facilitate collaboration between EPA, state and local governments, and national organizations representing practitioners in this area, leading towards efforts to improve system performance and education of the users of these systems.

The original MOU was created in 2005 to improve the overall performance and management of decentralized systems through facilitated collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this industry. The MOU was renewed for the fourth time in November 2017, with the total number of MOU Partners at 18. The MOU Partnership will be renewed for a 5th time in September 2020. These MOU partners have effectively worked together to facilitate information exchange on system technology, collaborate on training efforts, promote public awareness on septic system care and maintenance, and produce materials on decentralized systems.

The contractor must be experienced in facilitating groups to accelerate the adoption and promotion of results-oriented actions through building agreements on high-level goals, guiding principles, and overarching strategy. The contractor shall have expertise in creating an even-handed and transparent process that holds parties to an agreement with meaningful principles and strategies that will lead to action. The contractor shall utilize and implement products developed by the previous contractor. The contractor must be experienced in outreach and marketing to assist with implementing EPA’s public awareness strategy using the partner organizations’ outreach networks. The contractor must have expertise in decentralized wastewater management issues and technologies, including experience in the planning, development, roll-out and strategies associated with marketing materials for SepticSmart Week and SepticSmart materials for website display. The contractor must also have experience in conducting meetings with the MOU Partners and facilitating communication with them to obtain input on products and produce final materials.

PURPOSE AND OBJECTIVE: The focus of this work is to provide technical support for the program activities associated with OWM’s Decentralized Wastewater Program. Specifically, the contractor shall provide support to: facilitate collaboration and communication between EPA and the partner organizations of the Memorandum of Understanding (MOU) involved in managing decentralized wastewater systems (commonly referred to as septic systems); plan, prepare and develop marketing materials, schedules and activities for SepticSmart Week 2020 and 2021; provide

graphic and editing support on draft EPA documents such as finalizing the Decentralized Demonstration Project Compendium; provide strategic support to EPA and its partners as they plan the 2020 Decentralized MOU Partnership renewal, and develop and execute a workplan to achieve the Partners 2020-2023 Priority Goals; and support the other activities and goals of EPA's Decentralized Program Strategy. This project supports the Clean Water Act (CWA) and is funded by the Office of Water, Office of Wastewater Management, Water Infrastructure Division, Sustainable Communities and Infrastructure Branch.

SCOPE OF WORK

The WACOR expects that the contractor shall perform routine facilitation and support tasks for the EPA Decentralized Wastewater MOU Partnership. Examples of these tasks include, but are not limited to: developing agendas and scheduling for conference calls and meetings with partners and EPA staff; planning discussions between EPA staff and partnership members; facilitating conference calls, meetings or webinars; distributing materials needed for conference call meetings and webinars; coordinating presentations for conference calls, meetings or webinars; providing updates of informational materials based on partner or EPA staff input; maintaining and updating a contact list of MOU partner contacts; preparing summaries of conference calls and meetings, including identification of next steps, assignments, decisions made and schedules; identifying updated materials to add to EPA's website or providing suggestions on location and display of information on EPA's website; performing research, collation and/or compilation of data and information for fact sheets, position papers or brochures; data and information analysis for papers and presentations; writing and editing drafts of papers and presentations, including developing graphics, formatting and graphic design; and maintaining partnership communication materials such as event calendars, input for newsletters and designing materials for display on partners websites. Further clarification to any of the below tasks will be provided by the WACOR via written technical direction to the contractor.

TASK 1: Facilitation

The contractor shall facilitate all plenary sessions, subcommittees, workgroups, conference calls or web communications meetings. As facilitator, the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible--towards the goal of the process.

The contractor shall not interpret EPA policy on behalf of the EPA or make decisions on items of policy, regulation or statutes. The contractor shall provide or arrange for the participation of subject matter specialists, panelists or presenters necessary to the goal of the project. In reaching out to these outside parties, the contractor shall identify themselves as contractors to EPA and not as EPA employees.

As directed by the WACOR, the contractor shall participate in a post-process debriefing with EPA officials, including the CL-COR, WACOR and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.

Deliverables: Meeting notes five (5) business days after each meeting or call.

TASK 2: Meetings and Conference Calls

Subtask 2A: Decentralized MOU Partnership

The contractor shall attend and conduct regularly scheduled conference calls (up to six (6) annually, ranging from one to two hours in length) of the full Decentralized MOU Partnership, which includes developing agendas based on partner input, facilitating discussions during the meeting, developing and distributing meeting minutes, and keeping partner representatives engaged. The contractor shall follow up on identified action items following the meeting or conference call to ensure all appropriate actions are taken within a reasonable time frame. The contractor shall complete a draft of the meeting summary notes within five (5) business days for EPA review. **Meeting notes, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

The contractor shall communicate in person, by phone or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the next meeting. The contractor shall keep confidential that information which parties specify as confidential.

Deliverables: The contractor shall provide a draft agenda for the MOU Partnership conference call two weeks prior to the meeting, and a final agenda one week prior to the meeting. The contractor shall provide draft meeting summary notes five (5) business days after meeting has completed.

Subtask 2B: Team Conference Calls

The contractor shall attend weekly team conference calls with the WACOR and other EPA staff as appropriate. No weekly phone calls will be required in weeks of no substantive work. The contractor shall prepare an agenda, including a list of ongoing action items to EPA one (1) day prior to the weekly call.

Deliverables: The contractor shall send action items from weekly team conference calls/ meetings via email within two (2) business days after each call/meeting. The action items will identify the product/deliverable, date delivered to EPA, due date (if applicable) and next steps.

TASK 3: Product Development

The contractor shall support the development of 4 to 6 products identified via written technical direction from the WACOR, which may include, but are not limited to, videos, fact sheets, case studies, summaries, gap analyses, data visualizations, infographics, position papers, articles, etc. by drafting material and obtaining comments on draft documents. **All products, including drafts, shall undergo thorough review for punctuation, grammar, spelling, completeness, etc. by the contractor prior to EPA review.**

Deliverables: The contractor shall develop up to two drafts and one final draft with input from all partners for each of the developed products. The contractor shall ensure that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

Subtask 3A: Product Management

The contractor shall also identify ways to improve product management, including the development of templates, chart and reports to improve operations and centralized storage of developed materials. The contractor may assist with the organization of products on EPA's OneDrive, including organization of current products, SepticSmart Week products, and historical documents developed by the contractor, EPA staff, MOU Partners and workgroups.

Deliverables: For all new products, the contractor shall develop up to two drafts and one final draft with input from the WACOR and EPA's Decentralized team. The contractor shall ensure that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate. The contractor shall provide weekly updates to WACOR as appropriate.

TASK 4: Webcast Series

The contractor shall support the development, scheduling, and presentation of quarterly webinars (up to four per year) identified in written technical direction from the WACOR and shall collect, develop and distribute related materials to be determined by the partners. As directed by the WACOR, the contractor may be requested to make existing pre-recorded webinars 508-compliant (typically providing closed captioning).

Deliverables: The contractor shall record each webinar and provide the appropriate 508-compliant files for the webinar to be made available on the EPA website. The contractor shall ensure that all final deliverable materials will meet the respective OPA guidelines, as appropriate. The contractor shall send all final webinar materials to WACOR within seven (7) business days of webinar.

TASK 5: MOU Partnership Renewal Meeting

The contractor shall support the planning, scheduling, and facilitation of the 2020 Decentralized Wastewater MOU Partnership meeting (scheduled for September 2020). This shall include the development of an MOU Partner's accomplishments report, developing meeting materials (such as agenda), facilitating the meeting, and presenting on Partnership topics. The contractor shall provide print-outs of relevant meeting materials.

Deliverables: The contractor shall provide a draft agenda for the MOU Partnership renewal meeting two months prior to the meeting, and a final agenda one week prior to the meeting. The contractor shall provide draft meeting summary notes ten (10) business days after meeting has completed.

TASK 6: Workgroups for MOU Partnership Priorities

The WACOR shall provide the contractor with written technical direction to initiate support to workgroups on the five (5) Decentralized MOU Partnership priorities. The contractor shall attend and participate in the scheduled conference calls for the (5) workgroups. The agendas and actions of the calls will be directed by the leads for each workgroup. The contractor shall coordinate with the lead person for each workgroup to encourage forward progress, keep track of actions items and provide and communicate milestones to each lead, the respective workgroup members and the WACOR. The contractor shall perform support to the workgroup on specific tasks and actions, per consultation and direction from the WACOR.

Deliverables: The contractor shall provide conference call meeting summary notes five (5) business days after each meeting has completed.

TASK 7: Key Partners

In consultation with the WACOR, the contractor shall contact key MOU partners and affiliates or new organizations to discuss the technical or substantive issues involved in preparing for the MOU or Workgroup meetings, timing, schedule, and other parties potentially involved. The contractor may distribute background information provided by the WACOR on the issues or process.

Deliverables: The contractor shall provide weekly updates to the WACOR as appropriate.

TASK 8: SepticSmart Week 2020 & 2021

The contractor shall support the planning and tracking of metrics for SepticSmart Week. Support encompasses preparation, development, and marketing of outreach materials, including graphics, for the SepticSmart program and SepticSmart Week, September 14-18, 2020. Materials include, but are not limited to, tracking sheets, PowerPoint presentations, brochures, factsheets, user guides, PSAs, articles, curriculum, videos, press releases, etc. The WACOR will provide technical direction outlining the exact documents to be developed by the contractor. The contractor shall identify expert content from the <https://www.epa.gov/septic> website and shall work with the WACOR to identify or create new content for use in the SepticSmart Week materials. The contractor shall review previous SepticSmart materials and provide recommendations and ideas for creating new products to the WACOR. The contractor shall assist in content design and development along with the WACOR, which may include planning materials or concepts for SepticSmart Week 2021.

Deliverables: The contractor shall develop up to two drafts and one final draft for each SepticSmart Week product. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

TASK 9: Decentralized Demonstration Project Compendium

The contractor shall continue to support the preparation and development of this compendium document, including graphic design, document formatting, and copy-editing. The contractor shall ensure that these materials are 508-compliant, to be posted on EPA's website. The WACOR will provide the contractor with written technical direction to initiate support for the compendium. The final product will be approximately 60 pages in length and include graphics, images and/or other illustrations. EPA will provide the contractor with the content for the compendium document. The contractor shall produce a final product that is consistent in layout, color and design for each of the individual project descriptions that are part of the Compendium.

Deliverables: The contractor shall develop up to two drafts and one final draft. The contractor shall provide a minimum number of copies in print. The contractor shall ensure that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

TASK 10: Focus Groups with Septic System Homeowners

The contractor shall support the planning, scheduling and facilitation of up to three (3) focus groups with homeowners of septic systems. Each focus group will consist of 10-20 homeowners. The contractor shall work with the WACOR to identify the states and specific communities to conduct the focus groups. Support may also include, at the direction of the WACOR, the development of questionnaires, materials or hand-outs for the focus group meetings. Travel to focus group locations will be necessary. The contractor shall produce a summary document for each of the individual focus groups. EPA will provide the contractor with technical direction to begin work on this task.

Deliverables: The contractor shall develop up to two drafts and one final draft. The contractor shall provide a minimum number of copies in print. The contractor shall ensure that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

The contractor shall send EPA all reports in accordance with the terms of the basic contract and the schedule set out below. The contractor shall provide a work plan within the schedule provided in the basic contract and set out below.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the CL-COR and the WACOR listed below. If oral briefings are scheduled for EPA staff, the CL-COR shall be notified in time to attend.

All reports shall be provided first in draft form. **The contractor is expected to thoroughly review all products, including drafts, for punctuation, grammar, spelling, completeness, etc. prior to EPA review.**

Upon receipt of comments from the CL-COR and WACOR, the contractor shall revise the report or deliverable and distribute final copies as stated in the Scope of Work.

Submission dates for transmittals may be changed via written technical direction from the WACOR. Submission dates for deliverables may only be changed via modification issued by the Contracting Officer.

Unless otherwise indicated in the schedule, draft products are expected to be sent to the WACOR 5 days following the conference call, meeting or event. Final deliverables are expected 5 days following receipt of WACOR's comments.

Task 10 of the WA may require a QAPP. The Contractor must prepare a QAPP that describes specific QA strategies that will be used when performing environmental data operations to support the objectives of this work assignment. The QAPP must include all applicable elements specified in "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5). The contractor may develop/update the QAPP incrementally, and the QA Coordinator will review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. The contractor must submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Monthly progress reports should describe (a) the contractor's progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

Schedule:

Task	Item	Due No Later Than	Type
1	Meeting notes	5 days after meeting	Deliverable
2A	Draft Meeting Agenda	2 weeks before meeting	Transmittal
2A	Final Meeting Agenda	1 week before meeting	Transmittal
2A	Meeting Handouts	Per WACOR direction	Transmittal
2A	Draft MOU Partner Meeting Notes	5 days after meeting	Transmittal
2A	Final MOU Partner Meeting Notes	5 days after receipt of WACOR comment	Deliverable
2B	Action Items after Team Calls	2 days after call	Transmittal
3	Partnership working documents	Per WACOR direction	Transmittal
3	Other Partnership documents	Per WACOR direction	Transmittal
4	Final webcast materials	7 days after webinar has aired	Deliverable
5	Draft Renewal Meeting Agenda	2 months before meeting	Transmittal
5	Final Renewal Meeting Agenda	1 week before meeting	Transmittal
5	Renewal Meeting Handouts	Per WACOR direction	Transmittal
5	Draft Renewal Meeting Notes	10 days after meeting	Transmittal
5	Final Renewal Meeting Notes	5 days after receipt of WACOR comment	Deliverable
6	Workgroup call notes for MOU Priorities	5 days after meeting	Transmittal
8	Draft SepticSmart Week materials	Per WACOR direction	Transmittal
8	Final SepticSmart Week materials	Per WACOR direction	Deliverable
9	Draft Decentralized Demo Project Compendium	Per WACOR direction	Transmittal
9	Final Decentralized Demo Project Compendium	Per WACOR direction	Deliverable

10	Draft Focus Groups with Septic System Homeowners	Per WACOR direction	Transmittal
10	Final Focus Groups with Septic System Homeowners	Per WACOR direction	Deliverable

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract. Limited local travel for meetings is expected. The Contractor shall attend and provide a presentation at the annual meeting of the National Onsite Wastewater Recycling Association (NOWRA). Upon issuance of written technical direction, the Contractor shall travel to participate in focus group discussions at specific locations.

ADDITIONAL REQUIREMENTS:

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Surveillance Plan (QASP)

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the

LIST OF ATTACHMENTS

- *List of MOU Partnership Contacts*
- *OWM/Water Infrastructure Division Phone List and organizational chart*
- <https://www.epa.gov/septic>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-12													
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001													
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Decentralized Wastewater													
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS														
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021													
Comments: Amendment 1 removes Gajindar Singh as the previous Alternate WACOR and is replaced by Smiti Nepal (Phone) 202-564-2457; (Email) nepal.smiti@epa.gov.																			
<input type="checkbox"/> Superfund						Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund									
SFO <input type="checkbox"/> (Max 2)										Note: To report additional accounting and appropriations date use EPA Form 1900-69A.									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code									
1																			
2																			
3																			
4																			
5																			
Authorized Work Assignment Ceiling																			
Contract Period: 07/01/2016 To 06/30/2021				Cost/Fee:				LOE:											
This Action:																			
Total:																			
Work Plan / Cost Estimate Approvals																			
Contractor WP Dated:				Cost/Fee				LOE:											
Cumulative Approved:				Cost/Fee				LOE:											
Work Assignment Manager Name Zachary Lowenstein <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-0360 FAX Number:												
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:												
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:												
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115												

PERFORMANCE WORK STATEMENT

Contract number is EP-C-16-003

Work Assignment number is 4-12

Anticipated Level of Effort (LOE): 1020 Hours

Amendment 1

- 1. TITLE: Technical Support to OWM's Decentralized Wastewater Program**
- 2. PERIOD OF PERFORMANCE: July 1, 2020 to June 30, 2021.**
- 3. WORK ASSIGNMENT:**

Contract Officer Representative (COR)

Zachary Lowenstein

U.S. EPA (Mail Code 4204M)

Phone: 202-564-0360

Email: Lowenstein.Zachary@epa.gov

Alternative Work Assignment (Alt COR)

Smiti Nepal

U.S. EPA (Mail Code 4204M)

Phone: 202-564-2457

Email: smiti.nepal@epa.gov